



# **Adrian Public Schools**

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

(Executive Order 2020-142 District Preparedness Plan)

August 10, 2020

**Name of District: Adrian Public Schools**

**Address of District: 785 Riverside Ave, Suite #1**

**District Code Number: 46010**

**Web Address of the District: [WWW.AdrianMaples.Org](http://WWW.AdrianMaples.Org)**

**Name of Intermediate School District: Lenawee Intermediate School District**

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

# 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 employ
- ✓ ees 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.

Adrian Public Schools (APS) operates educational programs and provides educational services on behalf of, Head Start, Great Start Readiness Program, K-12, and Adult Education. During Phases 1-3 of the Michigan Safe Start Plan, APS operated programs will support student engagement and learning through a variety of remote means based on the availability of equipment, materials, and internet service, as well as the individual skills and abilities of the student. Each APS program/classroom will develop a program/classroom specific learning plan (course overview) that provides and allows for both electronic and non-electronic means of instruction, learning, and engagement.

The program/classroom specific course overviews will include and describe at least the following items: learning goals and student expectations; curriculum outline; online or other resources recommended or required; learning management systems utilized; and student engagement, assessment, and feedback strategies. The plan will also layout a proposed schedule of how students will be expected to participate in group and/or individual learning activities. Program/classroom specific learning plans will be subject to change as needed at the discretion of the teacher and school administration.

For those students who have access to an internet-capable device and internet service, student learning and engagement will occur through the use of instructional videos, video conferencing, online lesson delivery, and online assignments and assessments. Connected students will be provided with educational activities through online learning management systems (Google Classroom and Odysseyware), which will provide students with targeted learning. Students will also be encouraged to participate in project-based learning activities that allow for independence, while still making progress toward program and individual learning objectives.

APS has and will continue to conduct surveys to determine what electronic devices and internet service students have access to. APS will make reasonable efforts to provide an internet-capable device and/or internet service hotspot to those students who do not have such. The device and/or internet hotspot will be made available on a temporary basis at no cost to the student/family for their use during periods of remote instruction/learning. Priority will be given to Free Lunch eligible, Reduced Lunch eligible, Disabled Students, and then General Education Students.

APS will provide Chromebooks to all students in Grades 6-12. Chromebooks will be provided to students based on need in Grades K-5 during Phases 1-3.

For those students who do not have access to internet service, and for whom APS was unable to provide internet service due to such not being feasible under the circumstances, student learning and engagement will occur through the provision of written instructional materials, written assignments, and

follow-up telephone calls between the student and teacher or school personnel. Written instructional materials will be distributed to parents/guardians either via mail or another delivery service, dropped off on the student's porch, or made available for pick-up utilizing proper social distancing measures.

APS staff will maintain frequent communication with APS students through both digital and written means (when a student does not have access to a device and/or internet service). These may include email, learning management systems, Google's Education Suite tools, video conferencing, and telephone. A priority has been placed on student engagement and connection with APS personnel as well as other students with a goal of supporting the whole-child through these challenging times.

APS will provide pencils, pens, crayons, markers, paper, and similar supplies to those students who do not have the materials that are necessary to actively participate in their program/classroom's learning plan.

APS's individual course overviews will be provided to each student and family in their home language. Parents and students will be provided with opportunities to provide both formal and informal feedback to teachers as well as school administrators throughout the course of the school year through surveys or other input opportunities. Feedback provided to the District will be used to further shape and refine the classroom/program course overview to ensure maximum effectiveness for all students.

APS will rely on the Michigan Department of Education and other external organizations and entities for the provision of high-quality digital and other resources that can aid in delivering remote learning to students. APS will also maintain regular contact with and monitor the actions of other school districts within the region and state to collect information and ideas about instructional and student engagement and feedback best practices that could be incorporated into APS's classroom/program learning plans.

To ensure that student instruction is sufficiently differentiated to meet the individual needs of each student, APS will conduct an assessment (capable of being administered through electronic and/or other distance means) of each student early in the 2020-2021 school year to gain an understanding of where the student is academically and to help make instructional decisions for each student.

To the extent feasible, supports, services, and accommodations will be provided to each student requiring such. For each student with an Individualized Education Program (IEP), a Section 504 Plan, or another individualized plan, the student's team will work collaboratively to develop strategies for how best to allow the student to continue his/her learning and receive necessary services under the circumstances associated with remote learning. This may include the provision of teletherapy services. To the extent feasible, APS will provide assistive technology to those students who require such as described in the student's IEP or Section 504 Plan.

**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 Y5 (K) -12, and Preschool over age 2 when on a school bus.
  - ii) All staff and all students in grades Y5 (K) -12, and Preschool over age 2, when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades Y5's-12 when in classrooms.

APS will require all students who are medically able, Y5's-12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), to wear a facemask while present on an APS school bus or within another school vehicle. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes on each APS school bus and within each APS vehicle responsible for transporting students. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

All students who are medically able, Y5's-12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), will be required to wear a facemask when in indoor classrooms, laboratories, restrooms, other instructional areas, hallways and other common areas within APS buildings and while engaged in any APS-sponsored activity while in another indoor space. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes within each APS building and at APS-sponsored activities off-site. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

All APS staff members and contracted service providers who are medically able will be required to wear a facemask at all times while present in an APS building or while engaged in APS-sponsored activity off-site. Staff members and contracted services providers may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in adult sizes within each APS building and at APS-sponsored activities off-site. Those staff members and contracted service providers who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the staff member or contracted service provider is medically unable to wear a face covering will not be required to wear a face covering.

Students, APS staff members, and APS-contracted service providers using reusable cloth facemasks are responsible for wearing a clean facemask each day. This may be achieved by washing the cloth facemask after each daily use or by wearing a new, clean cloth facemask. Disposable facemasks must be disposed of at the end of each day, and a new facemask must be worn on the next day. Facemasks must cover the individual's mouth and nose at all times.

No individual is required to wear a face covering while eating a meal.

An online option will be available for parents to elect for their child if they choose to not send their child back to in-person learning.

## 2. Hygiene

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

APS will place hand sanitizing devices at the main entry points to all APS buildings, and all individuals will be strongly encouraged to apply hand sanitizer (with at least 60% alcohol) upon entering the building. Hand sanitizer will also be made available in each classroom, laboratory, meeting room, and office at APS. Furthermore, hand sanitizer will be made available on each APS school bus and must be applied to each student, family member, staff member, and contracted service provider upon entering the school bus. Restrooms and classrooms with sinks will be locations where students should wash their hands.

APS students and staff will be strongly encouraged to engage in frequent handwashing with soap and water. All students will receive training on how to properly wash their hands following the United States Centers for Disease Control and Prevention (CDC) guidelines and signage will be placed throughout APS buildings encouraging frequent handwashing. All APS building restrooms will display signage that strongly encourages handwashing with soap and water and for at least 20 seconds pursuant to CDC guidance.

Signage will be displayed throughout all APS buildings that encourages students and staff to cough and sneeze into their elbows or cover their nose and mouth with a tissue, to promptly dispose of the tissue, and to wash their hands immediately thereafter using the CDC's recommended handwashing techniques.

All APS staff members and contracted service providers will be required, and students will be strongly encouraged to wash their hands every 2-3 hours. Handwashing will be built into student's daily schedules, and instructional staff members and contracted service providers will be expected to engage in handwashing during the same period as students and/or between classes, at meal times, during prep time, etc.

APS staff and contracted service providers will be prohibited from – to the extent feasible – using the personal work area of other individuals and from sharing computers, telephones, writing utensils, and other materials and equipment unless the items are properly sanitized in between users. Equipment such as copy machines/printers and high traffic areas will be sanitized frequently by APS custodial/maintenance staff and others, as needed, and individuals will be required to wash their hands or utilize hand sanitizer after using equipment, supplies, or materials that are also used by others, such as a copy machine/printer.

Students will be told not to share their personal items and supplies and – to the extent feasible – adequate supplies and materials will be provided so that students are not required to share such with other students.

Signage will be displayed throughout all APS buildings that encourage students and staff not to share equipment, supplies, and other materials.

APS custodial department will develop a schedule that requires custodial staff to check each handwashing station (including restrooms) and hand sanitizing station at least once every four hours to ensure that there is an adequate supply of soap and sanitizer.

### 3. Cleaning

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

APS custodial department will develop a schedule that requires custodial staff to engage in regular cleaning and disinfecting of frequently touched surfaces within APS buildings. These include, but are not limited to, light switches, doors, benches, and bathrooms. Cleaning and disinfecting of these areas will occur at least once every four hours using an EPA-approved disinfectant.

APS staff members and contracted service providers will be encouraged to engage in frequent cleaning and disinfecting of their work areas using an EPA-approved disinfectant.

All APS employees performing cleaning will be issued proper personal protective equipment (PPE), such as vinyl gloves, facemasks, and/or face shields as may be recommended by the CDC. Trash in

district buildings will be collected daily and disposed of properly by someone wearing vinyl gloves.

Libraries, computer labs, and laboratories in which hands-on-learning occurs will undergo cleaning after each class period using an EPA-approved disinfectant.

Student desks will be wiped down with an EPA-approved disinfectant.

Playground and other common-use equipment will undergo regular and routine cleaning.

Each APS classroom, meeting room, and school bus will be provided with a cleaning kit that can be stored in a safe location that is not accessible to children that will include cleaning and disinfecting materials such as EPA-approved cleaning/disinfecting sprays and disposable wipes/paper towels.

#### 4. Athletics

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

APS will align Athletic programs to the approved Michigan High School Athletic Association (MHSAA) guidelines.

#### 5. Screening

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

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to screening protocols.

##### *Students*

APS will provide educational materials to all students and parents/guardians regarding COVID-19 common symptoms and the importance of self-monitoring and consulting a healthcare provider at the first sign of any symptoms. Parents/guardians will also be asked to sign a COVID-19 Screening Agreement that was developed in partnership with the Lenawee County Health Department indicating that they will conduct a daily COVID-19 screening and that they will not send their child to school if the screening process detects any possibility that the child may have COVID-19 and/or that the child may have been exposed to COVID-19. COVID-19 symptoms include, but are not necessarily limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Parents/guardians and/or students (depending on age and appropriateness) will be asked to inquire of their children as to how they are feeling and also to take their temperature prior to sending them to school each day. Any child who has a temperature of 100.4 degrees or higher, or who reports any other symptom(s) of COVID-19, must be kept home from school and medical attention should be sought. Parents/guardians should report to the school that the student will not be attending school due to the presence of symptoms of COVID-19 symptoms and should share those symptoms with the school.

Students who have been in close contact with someone who has tested positive for COVID-19 must be kept home from school and must self-quarantine for 14 days. Parents/guardians should contact the school to inform them that their child was in close contact with someone who tested positive for

COVID-19 (providing as much detail about the encounter as possible to allow the school to determine if the student was in close contact with others students, staff members, and/or others at school after his/her contact with the COVID-19 positive individual).

Students will have their temperature taken at the start of the school day. This will take place in the classroom, or if the student arrives after the start of the school day, they should report to the main office, sign in, and have their temperature taken as part of the sign-in process.

#### *Employees and Contracted Service Providers*

All APS employees and contracted service providers who will be present on APS property will be required to complete a daily screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school and will be required to contact their supervisor as soon as possible to discuss next steps, which may include referral to a healthcare provider for COVID-19 testing.

An online App will be used for APS staff to complete this screening process. APS contractors will follow the guidelines of the employer and records will be maintained if needed.

#### *Visitors and Volunteers*

Visitors to APS buildings/schools will generally be discouraged. However, to the extent that a visitor (including parents/guardians) is necessary, visitors and volunteers will be required to complete a screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school.

APS students, staff members and contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, students, staff members, or contracted service providers who show symptoms of COVID-19 while at school or work will immediately be separated from other individuals (quarantined), required to wear a facemask, and sent home (or an ambulance will be called if the individual is clinically unstable). APS has identified locations in each of its buildings/schools where a student and/or staff member can be quarantined temporarily until they are able to leave the campus if they are demonstrating any symptoms of COVID-19. The District has also identified individuals in each building/school who can care for a COVID-19 symptomatic student or staff member until that individual is able to leave the campus.



In the event that a student, staff member, contracted service provider, or another individual present within the school setting is suspected of COVID-19 and is placed in the quarantine room, the room and areas the person was in contact with will be immediately and temporarily closed to allow airborne particles to dissipate before the area is thoroughly cleaned and disinfected.

Students, staff members, or contracted service providers who develop a fever or become ill with COVID-19 symptoms at school will be directed to contact their healthcare provider for an evaluation to determine if the symptoms necessitate COVID-19 testing, or if, in the opinion of the healthcare provider, the symptoms are being caused by something else. If the student, staff member, or contracted service provider is not tested and no determination is made by the healthcare provider that the symptoms are being caused by something besides COVID-19, the student, staff member, or contract service provider must remain out of school/work until at least 10 days have passed since the first day that the individual had symptoms and at least 24 hours have passed since the individual had a fever (temperature of 100.4 degrees or greater) without the use of fever-reducing medication. Alternatively, if the individual's healthcare provider determines that the symptoms are being caused by something besides COVID-19, the individual may return to school/work with documentation from their healthcare provider indicating that their symptoms are being caused by something besides COVID-19.

## 6. Testing

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

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to testing protocols.

If a student, staff member, or contracted service provider tests positive for COVID-19, APS will work with the Lenawee County Health Department to provide notice to all individuals with whom the COVID-19 positive individual may have interacted from two days prior to when the COVID-19 positive person became symptomatic. This would include all other people who the COVID-19 positive person may have been in close contact with (closer than six feet of separation) for 15 minutes or more. The notice will encourage closer observation for any symptoms of COVID-19 at home.

APS will also work with the COVID-19 positive individual and the Lenawee County Health Department to perform contract tracing to determine whom within the District the COVID-19 positive individual may have been in close contact with (closer than six feet of separation) for 15 minutes or more. All staff members, students, contracted staff members, and others who were in close contact with the COVID-19 individual will be required to quarantine for 14 days at home. Those individuals who develop symptoms of COVID-19 should be tested.

Any student, staff member, or contracted service provider who tests positive for COVID-19 will be directed to self-quarantine at home, consistent with any applicable Executive Order or other guidance from proper authorities, including, but not limited to, the Lenawee County Health Department. Students, staff members, or contracted service providers who test positive for COVID-19 may return to work/school when: 1) at least 24 hours with no fever (without the use of fever-reducing medication); 2) symptoms have improved; 3) at least ten (10) days have passed since symptoms first appeared; and 4) when authorization to return to work/school is provided by the Lenawee County Health Department and/or the individual's healthcare provider. APS will also require an employee and contracted service provider to provide documentation clearing his or her return to work.

In the event that a student, staff member, contracted service provider, or another individual present

within the school setting tests positive for COVID-19 and to the extent feasible under the then-current conditions, those areas within the District in which the COVID-19 positive individual was present for extended periods of time, such as a classroom or office, will be immediately and temporarily closed for a period of 24-hours to allow airborne particles to dissipate before the area is thoroughly cleaned and disinfected.

## **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).

Each APS school bus and other student transportation vehicle will be cleaned and disinfected before and after each school bus transit route with a particular emphasis on high-touch surfaces such as the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles. Each school bus will be equipped with cleaning/disinfecting materials. No students will be present on the school bus when it is cleaned, and, weather permitting, windows and doors will be opened during cleaning/disinfecting to allow the vehicle to air out.

APS will request that families clean and disinfect all equipment such as car seats, wheelchairs, walkers, and adaptive equipment, or assistive technologies being transported to school on a daily basis.

Each school bus will be equipped with hand sanitizer (with at least 60% alcohol) near the entry point to the school bus. Hand sanitizer must be applied by/to each student, family member, staff member, and contracted service provider upon entering the school bus.

APS will require all students who are medically able, Y5 (K) -12 (excluding students who are two years of age or under, but including adult students who are developmentally capable of wearing a facemask), to wear a facemask while present on an APS school bus or within another school vehicle. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes on each APS school bus and within each APS vehicle responsible for transporting students. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

When the weather allows such, and provided that it is safe under the circumstances, windows will be opened and left open while the school bus (or another vehicle) is in motion to increase air circulation.

No individual exhibiting COVID-19 symptoms will be permitted to board a school bus or enter any other kind of APS-provided transportation. If a student becomes sick during the day, they will be prohibited from using group transportation to return home. Individual transportation from First Student may be provided if a parent is unable to pick-up their child. If a driver becomes sick during the day, they must follow protocols for sick staff outlined in this plan and must not return to drive students until they have been properly cleared.

Seats on buses will be assigned.

## **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.**

All students who are medically able, Y5's-12 (excluding students who are two years of age or under, but including adult student who are developmentally capable of wearing a facemask) will be required to

wear a facemask when in indoor hallways and other common areas within APS buildings and while engaged in any APS-sponsored activity while in another indoor space. Students may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes within each APS building and at APS-sponsored activities off-site. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

All APS staff members and contracted service providers who are medically able will be required to wear a facemask at all times while present in an APS building or while engaged in APS-sponsored activities off-site. Staff members and contracted service providers may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in adult sizes within each APS building and at APS-sponsored activities off-site. Those staff members and contracted service providers who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the staff member or contracted service provider is medically unable to wear a face covering will not be required to wear a face covering.

Students, APS staff members, and APS-contracted service providers using reusable cloth facemasks are responsible for wearing a clean facemask each day. This may be achieved by washing the cloth facemask after each daily use or by wearing a new, clean cloth facemask. Disposable facemasks must be disposed of at the end of each day and a new facemask must be worn on the next day.

No individual is required to wear a face covering while eating a meal.

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to screening protocols.

### *Students*

APS will provide educational materials to all students and parents/guardians regarding COVID-19 common symptoms and the importance of self-monitoring and consulting a healthcare provider at the first sign of any symptoms. Parents/guardians will also be asked to sign a COVID-19 Screening Agreement that was developed in partnership with the Lenawee County Health Department indicating that they will conduct a daily COVID-19 screening and that they will not send their child to school if the screening process detects any possibility that the child may have COVID-19 and/or that the child may have been exposed to COVID-19. COVID-19 symptoms include, but are not necessarily limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Parents/guardians and/or students (depending on age and appropriateness) will be asked to inquire of their children as to how they are feeling and also to take their temperature prior to sending them to school each day. Any child who has a temperature of 100.4 degrees or higher, or who reports any other symptom(s) of COVID-19, must be kept home from school and medical attention should be sought. Parents/guardians should report to the school that the student will not be attending school due to the presence of symptoms of COVID-19 symptoms and should share those symptoms with the school.

Students who have been in close contact with someone who has tested positive for COVID-19 must be kept home from school and must self-quarantine for 14 days. Parents/guardians should contact the school to inform them that their child was in close contact with someone who tested positive for COVID-19 (providing as much detail about the encounter as possible to allow the school to determine if the student was in close contact with others students, staff members, and/or others at school after

his/her contact with the COVID-19 positive individual).

### *Employees and Contracted Service Providers*

All APS employees and contracted service providers who will be present on APS property will be required to complete a daily screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions, will be prohibited from coming to work/entering an APS building/school and will be required to contact their supervisor as soon as possible to discuss next steps, which may include referral to a healthcare provider for COVID-19 testing.

### *Visitors/Volunteers*

Visitors to APS buildings/schools will generally be discouraged; however, to the extent that a visitor (including parents/guardians) is necessary, visitors and volunteers will be required to complete a screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions, will be prohibited from coming to work/entering an APS building/school.

APS students, staff members, and contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, students, staff members, or contracted service providers who show symptoms of COVID-19 while at school or work will be immediately separated from other individuals (quarantined), required to wear a facemask, and sent home (or an ambulance will be called if the individual is clinically unstable). APS has identified locations in each of its buildings/schools where a student and/or staff member can be quarantined temporarily until they are able to leave the campus if they are demonstrating any symptoms of COVID-19. The District has also identified individuals in each building/school who can care for a COVID-19 symptomatic student or staff member until that individual is able to leave the campus.

Students, staff members, or contracted service providers who develop a fever or become ill with COVID-19 symptoms at school will be directed to contact their healthcare provider for an evaluation to determine if the symptoms necessitate COVID-19 testing, or if, in the opinion of the healthcare provider, the symptoms are being caused by something else. If the student, staff member, or contracted service provider is not tested and no determination is made by the healthcare provider that the symptoms are being caused by something besides COVID-19, the student, staff member, or contract service provider must remain out of school/work until at least 10 days have passed since the first day that the individual had symptoms and at least 24 hours have passed since the individual had a

fever (temperature of 100.4 degrees or greater) without the use of fever-reducing medication. Alternatively, if the individual's healthcare provider determines that the symptoms are being caused by something besides COVID-19, the individual may return to school/work with documentation from their healthcare provider indicating that their symptoms are being caused by something besides COVID-19.

APS intends to follow all hygiene and cleaning/disinfecting requirements established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

Each APS school facility will identify and designate a quarantine area and a staff person to care for students who become ill while at school. APS students who become ill with symptoms of COVID-19 at school will be placed in the designated quarantine area with a facemask in place until they can be picked up by a parent/guardian. APS staff members responsible for caring for these students will be provided with a disposable facemask, disposable gloves, and a disposable gown to wear while caring for the ill student. All disposable materials must be properly and safely disposed of when the student leaves the school.

APS intends to follow all testing and COVID-19 positive response protocols established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and also during Phase 5.

APS intends to follow all busing and student transportation protocols established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

To the extent that food service occurs, serving and cafeteria staff will be required to use barrier protection including disposable gloves, face shields, and facemasks at all times. Students, staff members, and contracted service providers must wash their hands before and after all meals.

Any gatherings of people will comply with then-current and applicable executive orders of the Governor and/or any other requirements of the Lenawee County Health Department or another applicable governmental body with jurisdiction.

Field trips will continue to be discouraged. However, if they do occur with permission from the superintendent, all transportation protocols, including mandatory face coverings for all persons (except those who are medically unable), will be followed.

During Phase 5 of the Michigan Safe Start Plan, indoor spectator events will be limited to 50 people and large scale outdoor spectator or stadium events will be limited to 250 people (or updates to the MHSAA approved guidelines). Spectators who are not part of the same household must always maintain at least six feet of physical distance from others.

Students, staff members, contracted service providers, volunteers, and others must use proper hand washing techniques before and after practice, events, or other gatherings. Every participant must provide confirmation that they are healthy and without any symptoms prior to the event.

School buses and other student transportation vehicles will be cleaned and disinfected before and after every transportation route as described above.

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 students who are medically able, Y5 (K)-12 (excluding students who are two years of age or under, but including adult student who are developmentally capable of wearing a facemask), will be required to wear a facemask when in indoor hallways and other common areas within APS buildings and while engaged in any APS-sponsored activity while in another indoor space. Students may elect to provide

their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in child and adult sizes within each APS building and at APS-sponsored activities off-site. Those students who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the student is medically unable to wear a face covering will not be required to wear a face covering.

All APS staff members and contracted service providers who are medically able will be required to wear a facemask at all times while present in an APS building or while engaged in APS-sponsored activity off-site. Staff members and contracted service providers may elect to provide their own reusable cloth facemask that covers both their mouth and nose or may elect to wear a disposable, basic facemask provided by APS. Disposable facemasks will be made available in adult sizes within each APS building and at APS-sponsored activities off-site. Those staff members and contracted service providers who have provided APS with written documentation from a healthcare provider (whose scope of practice allows them to make that determination) describing why the staff member or contracted service provider is medically unable to wear a face covering will not be required to wear a face covering.

Students, APS staff members, and APS-contracted service providers using reusable cloth facemasks are responsible for wearing a clean facemask each day. This may be achieved by washing the cloth facemask after each daily use or by wearing a new, clean cloth facemask. Disposable facemasks must be disposed of at the end of each day and a new facemask must be worn on the next day.

Facemasks must cover the mouth and nose of the individual at all times.

No individual is required to wear a face covering while eating a meal.

APS has partnered with the Lenawee County Health Department to develop screening protocols that meet the requirements of the *Return to School Roadmap* for students, staff members, contracted service providers, and school visitors (to the extent necessary). APS will continue to work closely with the Health Department to update screening protocols as is necessary and will rely heavily on the guidance and directives of the Health Department with respect to screening protocols.

### *Students*

APS will provide educational materials to all students and parents/guardians regarding COVID-19 common symptoms and the importance of self-monitoring and consulting a healthcare provider at the first sign of any symptoms. Parents/guardians will also be asked to sign a COVID-19 Screening Agreement that was developed in partnership with the Lenawee County Health Department indicating that they will conduct a daily COVID-19 screening and that they will not send their child to school if the screening process detects any possibility that the child may have COVID-19 and/or that the child may have been exposed to COVID-19. COVID-19 symptoms include, but are not necessarily limited to, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea. Parents/guardians and/or students (depending on age and appropriateness) will be asked to inquire of their children as to how they are feeling and also to take their temperature prior to sending them to school each day. Any child who has a temperature of 100.4 degrees or higher, or who reports any other symptom(s) of COVID-19, must be kept home from school and medical attention should be sought. Parents/guardians shall report to the school that the student will not be attending school due to the presence of symptoms of COVID-19 symptoms and should share those symptoms with the school.

Students who have been in close contact with someone who has tested positive for COVID-19 must be kept home from school and must self-quarantine for 14 days. Parents/guardians should contact the school to inform them that their child was in close contact with someone who tested positive for COVID-19 (providing as much detail about the encounter as possible to allow the school to determine if the student was in close contact with others students, staff members, and/or others at school after his/her contact with the COVID-19 positive individual).

### *Employees and Contracted Service Providers*

All APS employees and contracted service providers who will be present on APS property will be required to complete a daily screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school and will be required to contact their supervisor as soon as possible to discuss next steps, which may include referral to a healthcare provider for COVID-19 testing.

### *Visitors/Volunteers*

Visitors to APS buildings/schools will generally be discouraged. However, to the extent that a visitor (including parents/guardians) is necessary, visitors will be required to complete a screening questionnaire which will ask the following questions:

1. Have you been in close contact (within six feet) of another person who has tested positive for COVID-19 within the past 14 days?
2. Do you currently have any symptoms of COVID-19, such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea?
3. Have you engaged in any international travel in the last 14 days?

Any person who answers yes to any of these questions will be prohibited from coming to work/entering an APS building/school.

APS students, staff members, contracted service providers must self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure. Pursuant to CDC guidelines, students, staff members, or contracted service providers who show symptoms of COVID-19 while at school or work will be immediately separated from other individuals (quarantined), required to wear a facemask and sent home (or an ambulance will be called if the individual is clinically unstable). APS has identified locations in each of its buildings/schools where a student and/or staff member can be quarantined temporarily until they are able to leave the campus if they are demonstrating any symptoms of COVID-19. The District has also identified individuals in each building/school who can care for a COVID-19 symptomatic student or staff member until that individual is able to leave the campus.

Students, staff members, or contracted service providers who develop a fever or become ill with COVID-19 symptoms at school will be directed to contact their healthcare provider for an evaluation to determine if the symptoms necessitate COVID-19 testing, or if, in the opinion of the healthcare provider, the symptoms are being caused by something else. If the student, staff member, or contracted service provider is not tested and no determination is made by the healthcare provider that the symptoms are being caused by something besides COVID-19, the student, staff member, or contract service provider must remain out of school/work until at least 10 days have passed since the first day that the individual had symptoms and at least 24 hours have passed since the individual had a fever (temperature of 100.4 degrees or greater) without the use of fever-reducing medication.

Alternatively, if the individual's healthcare provider determines that the symptoms are being caused by something besides COVID-19, the individual may return to school/work with documentation from their healthcare provider indicating that their symptoms are being caused by something besides COVID-19.

APS intends to follow all hygiene and cleaning/disinfecting requirements established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

Each APS school facility will identify and designate a quarantine area and a staff person to care for students who become ill while at school. APS students who become ill with symptoms of COVID-19 at school will be placed in the designated quarantine area with a facemask in place until they can be picked up by a parent/guardian. APS staff members responsible for caring for these students will be provided with a disposable facemask, disposable gloves, and a disposable gown to wear while caring for the ill student. All disposable materials must be properly and safely disposed of when the student leaves the school.

APS intends to follow all testing and COVID-19 positive response protocols established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

APS intends to follow all busing and student transportation protocols established above, to be implemented during Phase 4 of the Michigan Safe Start Plan and during Phase 5 as well.

To the extent that food service occurs, serving and cafeteria staff will be required to use barrier protection including disposable gloves, face shields, and facemasks at all times. Students, staff members, and contracted service providers must wash their hands before and after all meals.

Any gatherings of people will comply with then-current and applicable executive orders of the Governor and/or any other requirements of the Lenawee County Health Department or another applicable governmental body with jurisdiction.

Field trips will continue to be discouraged; however, if they do occur with permission from the superintendent, all transportation protocols, including mandatory face coverings for all persons (except those who are medically unable) will be followed.

During Phase 5 of the Michigan Safe Start Plan, indoor spectator events will be limited to 50 people and large scale outdoor spectator or stadium events will be limited to 250 people (or updates to the MHSAA guidelines). Spectators who are not part of the same household must always maintain at least six feet of physical distance from others.

Students, staff members, contracted service providers, volunteers, and others must use proper hand washing techniques before and after practice, event, or other gathering. Every participant must provide confirmation that they are healthy and without any symptoms prior to the event.

School buses and other student transportation vehicles will be cleaned and disinfected before and after every use as described above.

**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*.

APS intends to include all strongly recommended protocols from the *Return to School Roadmap* in its Preparedness Plan when Region 7 is in Phase 5 of the *Michigan Safe Start Plan*.



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

The highly recommended protocols included in the *Return to School Roadmap* for Phase 4 that APS does not intend to follow are as follows:

(1) The strong recommendation that desks and tables be spaced six feet apart in classrooms and that class sizes be kept to the level afforded necessary by that spacing requirement. While significant effort will be made to space desks and students as far apart from other desks and students (persons), APS does not believe that all of its current facilities and classroom sizes (due to budgetary and other constraints) allow for six feet of spacing in every instance with typical class sizes. Not having typical class sizes would eliminate student programming opportunities and/or require students to physically attend school significantly less than under normal circumstances (i.e. such as an every-other-day alternating schedule), which the district has determined would, among other issues, create an unsustainable burden on district teachers and other staff members who would be responsible for providing in-person and distance/remote instruction to students at the same time (i.e. teachers would be responsible for teaching in-person all week, while also having distance/remote learning obligations to those students who are not physically present in school). This also presents issues with respect to child care for working parents/guardians in that those students who are not physically present in school and who are unable to care for themselves would be required to be cared for while at home. Although classrooms may not allow for adequate social/physical distancing of six feet or more, all staff members and students in grades Y5's – 12<sup>th</sup> will be required to wear facemasks while in the classroom. Furthermore, all reasonable and feasible efforts will be taken to ensure consistent physical spacing between all persons while within the classroom. Additionally, efforts will be undertaken to minimize individual interactions with other persons as students will generally be placed into cohorts with which they will remain throughout the school day.

## 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.*

The Board of Education authorizes the Superintendent to make modifications to this plan to comply with new Executive Orders, State Law, Health Department Guidelines, or MHSAA Update. The Superintendent will inform the School Board of any such changes at the next regularly scheduled Board of Education Meeting or sooner.

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

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

**Link to the approved Plan posted on the District/PSA/nonpublic school website:**  
<https://www.adrianmaples.org/back-to-school/>

*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: Robert Behnke, Superintendent**

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

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