

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Our Lady of the Lake Regional Catholic School

Address of District: 1039 W. Houghton Lake Drive, Prudenville, MI

District Code Number: 72020

School Code: 02901

Web Address of the District: www.ollrcs.org

Name of Intermediate School District: Diocese of Gaylord

Name of Authorizing Body (if applicable): Mr. Frank Sander

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.

All teachers will have a regular scheduled online zoom meeting with students every day and twice a day for grades 3-8. The zoom meeting will cover English, Math and religion instruction to support their online assignments on google classroom as well as the paper packets (worksheet packets) that parents will pick up outside the school each week for grades Pre-K -2nd grade. The 3-8 grade teachers will conduct a second zoom meeting twice a week to additionally teach science and social studies concepts. All zoom instruction meetings will be recorded and available to watch on the teachers google classroom if a child misses a scheduled zoom instruction. The zoom schedule will be given to parents before the first day of school at our school open house. Example of a zoom schedule below.

	Monday.	Tuesday.	Wednesday.	Thursday.	Friday
9:00.	PreK-K.	PreK-K.	PreK-K.	PreK-K.	PreK-K
10:00.	6-8	6-8	6-8	6-8	6-8
11:00.	3-5	3-5	3-5	3-5	3-5
12:00.	1-2	1-2	1-2	1-2	1-2
1:00.		6-8		6-8	
2:00		3-5		3-5	

Students will need either an iPad (for grades Pre-K-2nd) or a netbook (for grades 3-8th). Students/parents will be able to sign out a device at the school open house, so that all students have a device if in phase 1-3. The school has enough devices to sign out to those families that need one.

Students will need access to the internet. So far on my parent survey, all of our families have reliable internet at home or can go to a close relative/friend to access the internet if in Phase 1-3.

Parents will pick up a weekly packet of worksheets made up by the teacher on a designated day each week. Packets are located outside the school with the child's name on it in good weather and inside the entrance doors during school hours in winter weather. Parents will return the packets after the week is up and pick up the next week's packet. This process will continue until the out of phases 1-3.

- 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.

All staff and students in grades preK-8 will wear a mask on the school bus at all times.
All staff and students in grades preK-8 will wear a mask when in indoor hallways and common areas, such as the gymnasium when holding morning prayer, to and from the cafeteria, to and from the restroom, and for arrival and dismissal.
All staff will wear a mask at all times in the classroom. A face shield may be worn when the teacher is distanced 6 foot or more away from students. For example if the teacher is up on a podium giving a lecture.
All students in grades 6-8 will wear masks while in the classroom at all times unless socially distanced 6 feet apart in their seats. The minute they leave their seat, a mask must be worn. All classes will stay in their own cohort all day long including recess and lunchtime. Separate bathrooms are assigned to each classroom to continue to keep students in their cohort.
All students in grades K-5 will wear masks when in common areas and buses. They will have the option of wearing a mask while in class. PreK-5 classes stay in their own class all day long, have their own assigned bathroom and do not come into close contact with other classes.

2. Hygiene

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

Every classroom, cafeteria, gymnasium, bathrooms and office will have hand sanitizer and/or soap with at least 60% alcohol for safe use by staff and students. Paper towels and tissues will be provided in every classroom. Proper hand washing techniques will be Taught to every student and reinforced multiple times a day by all staff. Portable hand washing stations will be set up throughout the school.
All staff will watch an hour long tutorial on how to properly teach young students to cough and sneeze into their elbows or to cover with a tissue. Used tissues will be thrown away by the individual followed by immediate 20 hand washing or hand sanitizer.
Head of maintenance will be checking and refilling soap dispensers. Teachers will keep a supply of hand sanitizer in their classroom and be responsible for keeping their own room supplied. Students and staff will wash or sanitize hands every 2-3 hours. They will wash hands with soap and water before lunch and after recess.
All students will have their own container filled with daily supplies including pencils, erasers, scissors, paint brushes, calculators, rulers, etc. All personal items will be either in their individually assigned locker or in their own personal cubby within the classroom.

All desks and tables will be disinfected by the teachers before going to lunch and at the end of the day. The head of maintenance will be using the Tornado Vapor to fog the classrooms and cafeteria every night after all students exit the building. Gymnasium will be fogged at least twice a week.

When in small groups, the standing plexiglass shields we have will be used to separate students while working together.

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 and benches will be wiped down by the teacher before lunch and after the school day ends. Bathrooms will be cleaned twice a day by the head of maintenance (around lunchtime and after school is out). The bathrooms will be cleaned every four hours with an EPA-approved disinfectant or diluted bleach solution.

Library time, art and music will be in the classroom by either a teacher or a volunteer that comes to each classroom individually to instruct. Students will not leave their classroom for library time, music or art. These "specials" will be coming into the classroom, rather than the students leaving the classroom to go to the library, art or music class. Students will go to the gymnasium for gym class, but social distancing will be practiced as much as possible.

Student desks will be wiped down before lunch and before dismissal every day with a lysol wipe by students and staff.

The playground structure will undergo a normal routine cleaning.

The school will 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 uses products.

Staff will wear gloves, surgical mask and face shield 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).

We do not offer any athletics currently at Our Lady of the Lake Regional Catholic School.

5. **Screening**

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

All staff will sign in, fill out a question checklist of possible symptoms and provide their temperature of 100.4 or less every day at the office before entering their room or office. This monitoring form for screening employees will be kept in the front office and an electronic copy will be filed in the office.

Parents will be asked to check their child/children every day before coming to school for the following symptoms: cough, runny nose, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, nausea or vomiting, diarrhea, and temperature below 100.4. Parents are asked to keep their child at home if they are having any of the mentioned symptoms.

If teachers/staff suspect or see a child that have possible symptoms of feeling sick, they are to ask the student if they have the following: cough, runny nose, shortness of breath, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, nausea or vomiting or diarrhea. Teachers will then take the student's temperature with the forehead thermometers that are provided to every teacher and office staff. If the student says he/she is experiencing one of the above symptoms or has a temperature of 100.4 or higher, the child will be sent to the quarantine room.

The quarantine room (formally the prayer room) will have curtains sectioning off 6 individual rooms for sick kids to stay until a parent picks them up from school. A parent volunteer or staff will sit with the sick student. All are required to wear masks and the adult will wear a shield in addition to the mask when in the quarantine room.

Students should be kept home until all symptoms are gone and/or they have a negative COVID test.

Parents will be called to pick up their child every half hour until the child is picked up from school.

6. Testing

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

Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and go to the quarantine room until they are picked up by a parent/guardian. The school will encourage the parent to have the student go to the School Based Health Clinic, located in Houghton Lake High School or go to their local doctor for off site testing.

Staff who develop a fever or become ill with CoVID-19 symptoms at school will wear a mask and need to leave school for off-site testing. Staff may come back to work after a negative COVID-19 test result or after all symptoms have stopped. Staff should have no fever for a 24 hour period with no medication before they can come back to school.

Families of every student in the school will be notified of a positive COVID-19 test. If there is a second child that tests positive in the same cohort, that entire classroom will be quarantined for 14 days. The remote learning and zoom schedule that was presented in Phases 1-3 will take effect immediately, so that students continue learning. The other classrooms will be notified that there was a positive test result in another classroom, without the identity of the child being mentioned.

Parents are encouraged to check students' temperature at home every morning. If a student has a temperature of 100.4 or higher, he/she must stay at home and consider coronavirus testing.

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).

All students will use hand sanitizer before entering the bus.

All staff, bus drivers and students must wear a mask while on the bus, unless they are not medically able to wear one. In the case that it is not safe for the bus driver to wear a mask while driving, then a face shield would be worn.

The bus will be cleaned and disinfected before and after every transit route. The Tornado Viper fogger that the school owns will be used to fog the bus on a daily basis. Children must not be present when a vehicle is being cleaned.

Frequently touched surfaces (seats, arm rests, handrails) of the bus will be cleaned and disinfected prior to morning routes and afternoon routes.

If a student becomes sick during school, they will not be allowed to ride the bus home.

Weather permitting, bus windows will be open to allow for air circulation while in motion and while it is being cleaned.

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 of the Phase 4 procedures mentioned above will be followed by the students and staff while in phase 5, except, students in grades 6-8 will not be required to wear a mask while in the classroom unless they want to. They will be strongly encouraged to wear a mask when not sitting in their individual seats and following the 6 foot recommended guidelines. If working in small groups, students in grades 6-8 are encouraged to use the desk shields and wear masks until they are back to their individual seats that are at the 6 foot guidelines.

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*.

Our Lady of the Lake will follow all highly recommended guidelines in the Return to School Roadmap. We are even able to assign every classroom their own bathroom, so to not cross contaminate.

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*.

Students in grades 6-8 will not be required to wear a mask while in the classroom unless they want to. They will be strongly encouraged to wear a mask when not sitting in their individual seats and following the 6 foot recommended guidelines. If working in small groups, students in grades 6-8 are encouraged to use the desk shields and wear masks until they are back to their individual seats that are at the 6 foot guidelines.

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**.

We are capping class size to no more than 15 students per class, which will allow our school to follow all social distancing strongly recommended guidelines. Due to only having 4 classes in our building, we are able to keep our students/staff in their own cohort for almost the entire day. The only time students will combine with other classes is during mass on Wednesday and morning prayer, which is being held in the gymnasium to better social distance. Our lunchroom is sectioned off into 2 sections and we have 2 lunch times for our 4 classes. All lunches are being brought from home this year. Students are on the playground at different times and will not be exposed to cross contamination.

OLLRCS will allow staff to choose whether to wear a shield or mask while in the classroom and social distanced from children when in their own cohort. When 6 foot social distancing can not happen, teachers will be wearing a mask.

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: 7/30/20

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

[Link to July 7th Meeting](#)

[Link to July 13 Meeting](#)

[Link to July 21 Meeting](#)

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

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Michelle Johnson

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: 7/31/20

Date Submitted to State Superintendent and State Treasurer: 7/31/20