
Fowler Public Schools

Preparedness and Response Plan

August 13, 2020

(Updated May 10, 2021)

Name of District: Fowler Public Schools

Address of District: 700 S Main St, Fowler, MI 48835

District Code Number: 19070

Web Address of the District: www.fowerschools.net

Name of Intermediate School District: Clinton County RESA

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.

District and Building Implementation Plan: (Phases 1, 2 & 3)

Fowler Public Schools plan to use a virtual instructional model using the Google Classroom online learning platform as the primary mode of instruction if school is closed to students under the MI Safe Start Plan Phases 1, 2, and 3, or if determined by a district decision in Phases 4 or 5. The district will utilize and update the Continuity of Learning Plan as a foundation for remote instruction however, with more stringent expectations for direct instruction and engagement with students. For those students that do not have access to a device at home, the district will provide devices in grades K-12. Students internet access will be provided hotspots or will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e. paper, pencils, etc) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students will not be penalized for inability to fully participate provided families stay engaged with school personnel in developing personalized and realistic education plans for their child. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers will be expected to plan and deliver daily instruction and to make weekly contact with students through two-way communication. This may be done through the use of technology (i.e. Google meets, email, etc.) or through weekly phone calls with an emphasis on continuing to build relationships and maintain connections. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. Teachers will differentiate instruction within the platform based on each student’s needs and access to technology. The instructional process will include evaluation, grading and reporting consistent with current district practices. Teachers will provide feedback to students on assignments, tests and authentic assessments through Google Classroom and PowerSchool.

The plan and any ensuing adjustments and updates will be communicated to parents via email. The plan will be posted in a prominent location on our district website.

For our students in LCC dual enrollment courses instruction will take place in a fully online format for the first semester. We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in CTE programs we will work with the CTE program directors to ensure our students have the ability to complete these courses.

Teachers will use the instructional platform, email and phone calls to monitor student wellness, engagement, and completion of assignments. They will also take attendance and/or keep a log of communication with students for purposes of complying with all pupil accounting requirements to receive full state funding.

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.

District and Building Implementation Plan: (Phase 4)

Fowler Public Schools will use a hybrid instructional model to provide instructions to all students when operating in Phase 4 of the MI Safe Start Plan. All students will receive instruction in person at Waldron Elementary and Middle School and Fowler High School. The specific hybrid model will be determined in consultation with the Mid-Michigan District Health Department and adaptable to the in person enrollment percentage as follows:

In person enrollment less than 60% - Instruction provided under Phase 1, 2, & 3 Plan.

In person enrollment between 60% & 89% - Instruction provided in person 4 days per week on Monday, Tuesday, Thursday, and Friday. Instruction to all students is in a virtual format on Wednesdays. Students on quarantine will participate in virtual instruction everyday. In person instruction will follow established educational practices, and daily virtual instruction will be provided consistent with the Phase 1,2,& 3 Plan. The Wednesday all student virtual day will provide for extended teacher contact time with the currently virtual students, assure all

students have the capacity to work virtually should a school closure be ordered, allow for additional staff professional development to support the hybrid instructional model, and allow for thorough mid-week cleaning of the facilities.

In person enrollment between 90% & 95% - Instruction provided in person 5 days per week. Students on quarantine will participate in virtual instruction everyday. In person instruction will follow established educational practices, and daily virtual instruction will be provided consistent with the Phase 1,2,& 3 Plan. Daily coverage for teachers will be provided through the use of substitutes to provide for contact time with the continuously virtual students.

In person enrollment between 96% & 100% - Instruction provided in person 5 days per week. Students on quarantine will participate in virtual instruction everyday. In person instruction will follow established educational practices, and daily virtual instruction will be provided consistent with the Phase 1,2,& 3 Plan.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in parent communications, all student orientations, and all staff orientations.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Face coverings will be ordered and provided to every student and staff member, who does not have one, to begin the school year. Disposable masks will be available on school busses and offices, for those who may need one. The District will provide each staff member with a disposable mask or cloth mask and/or clear mask and/or face shield upon request.
- Staff and students are required to wash cloth face masks or wear a new disposable mask daily.
- Individuals (staff or students) who claim medical exemption will need to meet with the building administrator to provide rationale and medical documentation beginning the first day of student contact with the physical building and this procedure will continue throughout the school year.
- All staff members are required to wear a mask at all times when in the school building unless eating or drinking or as required by binding MDHHS orders.
- K-5 students will not be required to wear a face covering once they are situated in the classroom used only by their cohort or as required by binding MDHHS orders. All K-5 students will have the option to wear a face mask in the classroom. All K-5 students must wear a mask in the building when not in their individual classroom unless eating or drinking.
- All 6-12 students will be required to wear masks at all times when in the building unless eating or drinking or as required by binding MDHHS orders.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, playground aid, etc.) and asked to put the face covering on.
- Students showing patterns of non-compliance will be subject to school discipline under the dress code.

- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and appropriate action.
- District administration is authorized to make decisions related to contact tracing and quarantine protocols that are in consultation with the local health department, and that also consider guidance from the CDC, MDHHS, other MI health departments. Consideration should also be given to seeking relative consistencies with our neighboring and county districts.

2. Hygiene

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

District and Building Implementation Plan:

- Every classroom will be supplied with a fixed handwashing station or hand sanitizing station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Teachers will instruct students on the following on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, and tissues
 - Monitor hygiene supplies and refill as needed
 - Procure hand sanitizing stations as deemed necessary with building leader.

3. Cleaning

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

District and Building Implementation Plan:

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory related to all cleaning supplies that are in compliance with the

EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.

- All classrooms will be provided either sanitizing wipes or spray bottles with EPA-approved disinfectant or diluted bleach solution, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning. It is permissible for students to wipe down their own desks and chairs using disinfecting wipes.
- Custodial staff will sanitize all high frequency usage areas throughout the day and following any evening activities in the building.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. All frequently used materials will be wiped down after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Student desks will be cleaned regularly at the elementary schools or after every period at the secondary level with EPA-approved disinfectant. Locked storage units with ventilation for cleaning materials will be available to all staff, as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms. .

4. Athletics

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

District and Building Implementation Plan:

- All athletic programming will be conducted in the manner recommended through the Michigan High School Athletic Association, the Central Michigan Athletic Conference, and in consultation with the Mid-Michigan District Health Department.

5. Screening

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

District and Building Implementation Plan:

- A copy of our screening and exposure plan will be submitted to the County Health Department.
- Parents will be asked to conduct a health safety self assessment for each student at home prior to coming to school. Students are not to report to school if they display and disqualifying symptoms, and parents are asked to report this exclusion promptly to the school office.
- Each school building will identify a secluded location, to serve as an isolation area. This location will be outfitted with appropriate PPE including Masks, gloves, sanitizing wipes, and log sheets.
- From the time of identification of potential infection, the student will not be left unattended until the student or staff member is safely removed from the building.

- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form or other district developed method.

6. Testing

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

District and Building Implementation Plan:

- The district will cooperate with the Mid-Michigan District Health Department regarding implementing protocols for screening students and staff.
- The district may implement a system to screen students for elevated temperature with parent permission.

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).

District and Building Implementation Plan:

- A copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap has been provided to the Transportation Supervisor.
- All students and staff are required to wear a mask on the bus, if medically feasible, must wear it in order to be transported, unless "It is determined on a case-by-case basis that it is not safe for the bus driver to wear a facial covering."
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Hand sanitizer and supplies in which to brace/mount the hand sanitizer at the entrance of each bus will be installed.
- Buses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs will be maintained.
- Direction will be provided for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

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.

Fowler Public Schools will use a hybrid instructional model to provide instructions to all students when operating in Phase 5 of the MI Safe Start Plan. All students will receive instruction in person at Waldron Elementary and Middle School and Fowler High School. The specific hybrid model will be determined in consultation with the Mid-Michigan District Health Department and adaptable to the in person enrollment percentage as described in the Phase 4 Plan.

- The planning of specific processes and details for Phase 5 are in continuous development, may be amended, and will be communicated as Phase 5 instruction nears.

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*.

The District will include the following highly recommended protocols when in Phase 5:

Hygiene:

- Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

Screening Students, Staff, and Guests:

- Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Testing Protocols for Students and Staff and Responding to Positive Cases:

- Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.
- Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.
- Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer

observation for any symptoms at home.

Responding to Positive Tests Among Staff and Students:

- Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice.
- Note: schools should provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

Food Service, Gathering, and Extracurricular Activities:

- Serving and cafeteria staff should use barrier protection including gloves, shields, and surgical masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal.

Athletics:

- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

Cleaning:

- Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning..
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

Busing and Student Transportation:

- Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.
- Sanitize transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- If a driver becomes sick during the day, they should follow protocols for sick staff outlined previously and should not return to drive students.

Medically Vulnerable Students and Staff:

- Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans)

for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.

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

All required protocols from the Return to School Roadmap will be implemented at the time the District moves Phase 5

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**.

Yes, as described in the Phase 4 plan.

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:

May 10, 2020

Link to the Board Meeting Minutes:

www.fowlerschools.net

Link to the approved Plan posted on the District website:

www.fowlerschools.net

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 Leader Submitting Plan:

Neil Hufnagel, Superintendent

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

August 14, 2020

Date Submitted to State Superintendent and State Treasurer:

August 17, 2020