

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Name of District: Hudsonville Public Schools

Address of District: 3886 VanBuren St., Hudsonville, MI 49426

District Code Number: 70190

Web Address of the District: www.hudsonvillepublicschools.org

Name of Intermediate School District: Ottawa

Name of Authorizing Body (if applicable):

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.

The district plans to use HPS Board approved curriculum and instructors utilizing Google Classroom. For those students that do not have a device, the district will provide devices in grades 3-12. Devices will be provided for students in grades K-2 that do not have access to them at home, to the extent feasible. Students without devices or internet access 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 the 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.

Alternative modes of instruction will be delivered to Great Start Readiness Preschool students while incorporating principles of developmentally appropriate practices for preschoolers. The learning of the preschoolers will be monitored in collaboration with the parent, as young children are reliant on adult support to be successful learners. This means that teachers will work not only with the children, but also coaching/supporting the family in how to promote learning at home. A requirement from MDE outlines that each GSRP program must complete two parent teacher conferences in the 20-21 school year, and as a district we will support meeting this requirement.

Students eligible to receive special education programs and/or related services will continue to have access to these programs and services in order to support individual progress and needs. The district staff and administrators will work collaboratively with parents of students receiving special education services in order to develop contingency plans in the event that remote instruction is required for all students.

Teachers/Staff will be expected to make daily and weekly contact with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email) or through weekly phone calls. For students with technology access teachers

will also communicate multiple times each week through the instructional platform (i.e. Google Classroom), 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. We will encourage relationships between students through technology (virtual meetings, email), by phone or text, or by having students write letters to classmates.

For students with technology access, the content will be delivered through the online platform, (Google Classroom). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least 3-5 times per week and asynchronous instruction through pre-made videos/lessons multiple times per week. For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided during meal distribution. Packets will be mailed or delivered to the student if they do not participate in meal distribution.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Google Classroom) Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected each week during meal distribution. Teachers will review the instructional packet and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, packets may be mailed in to be returned (envelopes and postage would be provided by the district).

The plan will be communicated through our School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our district website where they can access. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

For our students in dual enrollment courses, we will be working with the provider to determine the next steps. We will ensure that the students have the appropriate materials and support to complete these courses. CTC students will be given credit or no-credit. For students enrolled in CTE programs, we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the weekly instructional packets. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or

counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (31N Coordinator, DHHS, ISD supports etc.)

The district will implement mental health/social-emotional screening measures for students in grades PK-12. This screener data will inform teaching staff, building support teams, counselors and school social workers on which students may need individual contact or support. While teachers will engage in regular monitoring of student and family needs through their weekly communications, each building will use an established process and support team to direct and address individual student-level concerns. Families and staff will receive ongoing resources and professional development on the topic of social-emotional and mental health wellness.

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 K-12 when on a school bus.
 - ii) All staff and all students in grades K-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 Pre-kindergarten through grade 5 unless students remain with their classes throughout the school day, do not come into close contact with students in another class, and can maintain 6-foot social distancing.

The district will set procedures and requirements stating all of the above. PreK-5 students will be required to wear face coverings whenever 6-foot social distancing cannot occur in the cohort/classroom. They will also wear face coverings whenever commingling of cohorts (i.e. hallways, interventions, recess, pick-up/drop-off). The district has purchased disposable face coverings and face shields to give to staff and students if they do not bring a cloth one from home. Also, cloth face coverings have been purchased for every staff member. Medical documentation is required to be provided to the district if a staff or student cannot tolerate a facial covering. No staff or student that is incapacitate or unable to remove a facial covering without assistance will be required to wear one.

2. Hygiene

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

Hand sanitizer stations or bottles will need to be placed near the door inside the classroom. Every staff and student will sanitize-in and sanitize-out when entering and leaving the classroom.

- Teach and reinforce 20 second hand washing and use of hand sanitizer
 - PBIS lessons are created to help teach PK-5 students

Student Materials - the district will:

- Keep students personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit sharing of personal items and supplies such as writing utensils.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Shared electronics, such as COWS, need to be sanitized in between each user.

Signage within the classroom will need to be posted reminding students to wash their hands frequently, social distance, and to cough or sneeze into their elbow.

- Social Distancing Signs
- Handwashing Signs
- Face Covering Signs
- Sneezing, Coughing in your elbow Signs
- Stop the Spreads
- Slow the Spread Signs

Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.

Flow of traffic will be indicated on the hallway floors through floor tape and signage.

- Signage promoting social distancing must be utilized in hallways.
- Hand sanitation stations will be placed throughout the building in the hallways.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Staff needs to be in hallways before school, in-between classes, and after school to discourage congregating and ensure students go straight to their classrooms, bus, vehicles, etc.

Teachers, Paraprofessionals, and Custodians must wipe down student's desks with either EPA approved disinfectant or diluted bleach solution after every class period if cohorts change within the classroom. Frequently touched surfaces must be wiped down every 4 hours no matter if the cohort changes or not.

- Staff must wear a face shield, surgical mask, and gloves when deep cleaning
- All supplies will be provided for staff members to store safely within their classroom
- Students may be present when wiping down surfaces

All students and staff must sanitize their hands using a hand sanitizer with minimum 60% alcohol or washing hands with soap and water for 20 seconds or more.

Staff expectations for students utilizing HPS transportation:

- All Drivers must go directly to their bus each time they report for work in order to minimize crowds in the workroom.
- Buses must be sanitized after every run, whenever the bus is empty of students.
- All windows that open must be open whenever possible.
- All drivers and students must wear face coverings whenever on the bus
- All drivers must sanitize frequently touched areas (ex. Dashboard, steering wheel)
- All students must sanitize their hands before entering the bus and before exiting the bus

3. Cleaning

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

Teachers, Paraprofessionals, and Custodians must wipe down student's desks with either EPA approved disinfectant or diluted bleach solution after every class period if cohorts change within the classroom. Frequently touched surfaces must be wiped down every 4 hours no matter if the cohort changes or not.

- Staff must wear a face shield, surgical mask, and gloves when cleaning
- All supplies will be provided for staff members to store safely within their classroom
- Students may be present when wiping down surfaces

Elementary Specials teachers will work with their building administrator to decide if they will be travelling to the general education room or having students travel to the specials classroom.

- Libraries, computer labs, art classes, and other hands-on classrooms must undergo cleaning after every class period with either EPA approved disinfectant or diluted bleach solution.

All playground equipment will be routinely cleaned

All classrooms will be thoroughly sanitized nightly no matter if there are positive COVID-19 cases or not.

If a positive case happens within a classroom, students within the class that aren't positive will:

- Have that class in a different room for one day (teacher displaced throughout their day), while the assigned room is cleaned and has a 24 hour window of no occupancy.
- If a building cannot find an available room or space to displace students then the students and staff member will convert to Remote Learning for the day.
 - This decision will be made in conjunction with the Superintendent and building administration.
 - Secondary teachers during their planning may be asked to go to another area so their rooms can be utilized.

Staff expectations for students utilizing HPS transportation:

- All Drivers must go directly to their bus each time they report for work in order to minimize crowds in the workroom.
- Buses must be sanitized after every run, whenever the bus is empty of students.
- All windows that open must be open whenever possible.
- All drivers and students must wear face coverings whenever on the bus
- All drivers must sanitize frequently touched areas (ex. Dashboard, steering wheel)
- All students must sanitize their hands before entering the bus and before exiting the bus

4. Athletics

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

Since commingling will occur in clubs, teams, or groups, all staff and students in extracurriculars inside must wear face coverings. If staff and students hold their club/group outside and six feet of social distancing can be maintained then no face coverings are required.

- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event/activity.
- There should be no sharing of equipment.
- Large scale indoor spectator events are suspended.
- Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

Complete compliance with guidance from the MHSAA and NFHS for all athletics by our athletic department.

5. Screening

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

Hudsonville Public Schools will work hand-in-hand with the Ottawa County Health Department regarding all protocols for screening staff and students.

At HPS if anyone is suspected of having COVID-19 (staff or student), building administrators or department leaders will contact the Assistant Superintendent of Human Resources. They will then work with the Superintendent in coordination with Ottawa County Health Department. All communication will flow through the Superintendent and Human Resource Offices.

Schools must cooperate with the local public health department regarding implementing protocols for screening students/staff and when a positive test of COVID-19 is indicated with the building.

- Schools must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
 - Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required. Fitting for the N95 mask will be coordinated through central office.
- Staff who become ill with symptoms of COVID-19 will be sent home
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to the Ottawa County Health Department (OCHD) or their primary health care provider.

Temperature checks of students and staff can take place whenever a staff member indicates a concern with a student/staff member or if a staff or student is returning from being ill. Parents will be encouraged to temperature check their student(s) every day before sending them to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

- Staff should refer to all screening questions and procedures outlined in the HPS COVID-19 Preparedness and Response plan.

6. Testing

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

Hudsonville Public Schools will work in concert with the OCHD when it comes to any positive cases of COVID-19. OCHD will handle all contact tracing and instruct who should go into quarantine if there is a positive case

- All classrooms will be thoroughly sanitized nightly no matter if there are positive COVID-19 cases or not.
- If a positive case happens within a classroom, students within the class that aren't positive will:
 - Have that class in a different room for one day (teacher displaced throughout their day), while the assigned room is cleaned and has a 24 hour window of no occupancy.
 - If a building cannot find an available room or space to displace students then the students and staff member will convert to Remote Learning for the day.
 - This decision will be made in conjunction with the Superintendent and building administration.
 - Secondary teachers during their planning may be asked to go to another area so their rooms can be utilized.

Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home as directed by the OCHD.

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).

Staff expectations for students utilizing HPS transportation:

- All Drivers must go directly to their bus each time they report for work in order to minimize crowds in the workroom.
- Buses must be sanitized after every run, whenever the bus is empty of students.
- Buses will load from back to front and unload front to back.
 - The intent will be to keep families and neighbors together.
 - If possible only 2 to a seat.
- All windows that open must be open whenever possible.
- All drivers and students must wear face coverings whenever on the bus
- All drivers must sanitize frequently touched areas (ex. Dashboard, steering wheel)
- All students must sanitize their hands before entering the bus and before exiting the bus
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
 - Buildings must have a plan to get the student home if they cannot use school transportation
- When buses arrive at the building, students are to report directly to their classrooms
- Bus loading at end of day
 - Staggered release by classroom (or grade level or by bus)
 - Staff to supervise dismissal to buses or parent pick up, etc.
 - All students must wear masks while on school grounds or on the bus (until their bus ride ends)
- Secondary students are to exit the building directly to their mode of transportation (bus, parent pickup, personal transportation). Students not able to exit immediately will be asked to remain in their classroom until their mode of transportation has arrived.

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.

Facial coverings will be worn by staff, and K-12 students in high traffic areas such as hallways, before and after school “holding areas”, cafeterias, and other large commingling situations. If a student or staff member chooses to wear face coverings for the entire day this will not be discouraged. Plexiglass dividers in main offices will be continued.

Hand sanitizer stations or bottles will need to be placed near the door inside the classroom. Every staff and student will sanitize-in and sanitize-out when entering and leaving the classroom. If a sanitizer bottle is empty please contact your direct supervisor or go to the designated supply area to get a refill.

- Teach and reinforce 20 second hand washing and use of hand sanitizer
 - PBIS lessons are created to help teach PK-5 students

Student Materials

- Keep students personal items separate and in individually labeled cubbies, containers, or lockers.
- Limit sharing of personal items and supplies such as writing utensils.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Shared electronics, such as COWS, need to be sanitized in between each user following our Apple Device Cleaning Directions

Signage within the classroom will need to be posted reminding students to wash their hands frequently, social distance, and to cough or sneeze into their elbow.

- Social Distancing Signs
- Handwashing Signs
- Face Covering Signs
- Sneezing, Coughing in your elbow Signs
- Stop the Spread
- Slow the Spread - Secondary

Floor tape or other markers should be used at six-foot intervals where line formation is anticipated. Flow of traffic will be indicated on the hallway floors through floor tape and signage.

- Signage promoting social distancing must be utilized in hallways.
- Hand sanitation stations will be placed throughout the building in the hallways.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

All students and staff must sanitize their hands using a hand sanitizer with minimum 60% alcohol or washing hands with soap and water for 20 seconds or more.

Staff expectations for students utilizing HPS transportation:

- All Drivers must go directly to their bus each time they report for work in order to minimize crowds in the workroom.
- Buses must be sanitized after every run, whenever the bus is empty of students.
- All windows that open must be open whenever possible.
- All drivers and students must wear face coverings whenever on the bus
- All drivers must sanitize frequently touched areas (ex. Dashboard, steering wheel)
- All students must sanitize their hands before entering the bus and before exiting the bus

Face coverings on any district transportation will be encouraged.

Hudsonville Public Schools will work hand-in-hand with the Ottawa County Health Department regarding all protocols for screening staff and students.

Schools must cooperate with the local public health department regarding implementing protocols for screening students/staff and when a positive test of COVID-19 is indicated with the building.

- Schools must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
 - Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required. Fitting for the N95 mask will be coordinated through central office.
- Staff who become ill with symptoms of COVID-19 will be sent home
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to the Ottawa County Health Department (OCHD) or their primary health care provider.

Temperature checks of students and staff can take place whenever a staff member indicates a concern with a student/staff member or if a staff or student is returning from being ill. Parents will be encouraged to temperature check their student(s) every day before sending them to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If

they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

- Staff should refer to all screening questions and procedures outlined in the HPS COVID-19 Preparedness and Response plan.

Teachers, Paraprofessionals, and Custodians must wipe down student's desks with either EPA approved disinfectant or diluted bleach solution. Frequently touched surfaces must be wiped down every 4 hours no matter if the cohort changes or not.

- All supplies will be provided for staff members to store safely within their classroom
- Students may be present when wiping down surfaces

Elementary Specials teachers will work with their building administrator to decide if they will be travelling to the general education room or having students travel to the specials classroom.

- Libraries, computer labs, art classes, and other hands-on classrooms must undergo cleaning with either EPA approved disinfectant or diluted bleach solution.

All playground equipment will be routinely cleaned

All classrooms will be thoroughly sanitized nightly no matter if there are positive COVID-19 cases or not.

If a positive case happens within a classroom, students within the class that aren't positive will:

- Have that class in a different room for one day (teacher displaced throughout their day), while the assigned room is cleaned and has a 24 hour window of no occupancy.
- If a building cannot find an available room or space to displace students then the students and staff member will convert to Remote Learning for the day.
 - This decision will be made in conjunction with the Superintendent and building administration.
 - Secondary teachers during their planning may be asked to go to another area so their rooms can be utilized.

Staff expectations for students utilizing HPS transportation:

- All Drivers must go directly to their bus each time they report for work in order to minimize crowds in the workroom.
- Buses must be sanitized after every run, whenever the bus is empty of students.
- All windows that open must be open whenever possible.
- All drivers and students must wear face coverings whenever on the bus
- All drivers must sanitize frequently touched areas (ex. Dashboard, steering wheel)
- All students must sanitize their hands before entering the bus and before exiting the bus

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*.

Facial coverings will be worn by staff, and K-12 students in high traffic areas such as hallways, before and after school "holding areas", cafeterias, and other large commingling situations. If a student or staff member chooses to wear face coverings for the entire day this will not be discouraged. Plexiglass dividers in main offices will be continued.

Hand sanitizer stations or bottles will need to be placed near the door inside the classroom. Every staff and student will sanitize-in and sanitize-out when entering and leaving the classroom. If a sanitizer bottle is empty please contact your direct supervisor or go to the designated supply area to get a refill.

- Teach and reinforce 20 second hand washing and use of hand sanitizer
 - PBIS lessons are created to help teach PK-5 students

Student Materials

- Keep students personal items separate and in individually labeled cubbies, containers, or lockers.

- Limit sharing of personal items and supplies such as writing utensils.
- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Shared electronics, such as COWS, need to be sanitized in between each user following our Apple Device Cleaning Directions

Signage within the classroom will need to be posted reminding students to wash their hands frequently, social distance, and to cough or sneeze into their elbow.

- Social Distancing Signs
- Handwashing Signs
- Face Covering Signs
- Sneezing, Coughing in your elbow Signs
- Stop the Spread
- Slow the Spread - Secondary

Floor tape or other markers should be used at six-foot intervals where line formation is anticipated. Flow of traffic will be indicated on the hallway floors through floor tape and signage.

- Signage promoting social distancing must be utilized in hallways.
- Hand sanitation stations will be placed throughout the building in the hallways.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

All students and staff must sanitize their hands using a hand sanitizer with minimum 60% alcohol or washing hands with soap and water for 20 seconds or more.

Staff expectations for students utilizing HPS transportation:

- All Drivers must go directly to their bus each time they report for work in order to minimize crowds in the workroom.
- Buses must be sanitized after every run, whenever the bus is empty of students.
- All windows that open must be open whenever possible.
- All drivers and students must wear face coverings whenever on the bus
- All drivers must sanitize frequently touched areas (ex. Dashboard, steering wheel)
- All students must sanitize their hands before entering the bus and before exiting the bus

Face coverings on any district transportation will be encouraged.

Hudsonville Public Schools will work hand-in-hand with the Ottawa County Health Department regarding all protocols for screening staff and students.

Schools must cooperate with the local public health department regarding implementing protocols for screening students/staff and when a positive test of COVID-19 is indicated with the building.

- Schools must collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at school.
- Students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up.
 - Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required. Fitting for the N95 mask will be coordinated through central office.
- Staff who become ill with symptoms of COVID-19 will be sent home
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to the Ottawa County Health Department (OCHD) or their primary health care provider.

Temperature checks of students and staff can take place whenever a staff member indicates a concern with a student/staff member or if a staff or student is returning from being ill. Parents will be encouraged to temperature check their student(s) every day before sending them to school.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

- Staff should refer to all screening questions and procedures outlined in the HPS COVID-19 Preparedness and Response plan.

Teachers, Paraprofessionals, and Custodians must wipe down student's desks with either EPA approved disinfectant or diluted bleach solution. Frequently touched surfaces must be wiped down every 4 hours no matter if the cohort changes or not.

- All supplies will be provided for staff members to store safely within their classroom
- Students may be present when wiping down surfaces

Elementary Specials teachers will work with their building administrator to decide if they will be travelling to the general education room or having students travel to the specials classroom.

- Libraries, computer labs, art classes, and other hands-on classrooms must undergo cleaning with either EPA approved disinfectant or diluted bleach solution.

All playground equipment will be routinely cleaned

All classrooms will be thoroughly sanitized nightly no matter if there are positive COVID-19 cases or not.

If a positive case happens within a classroom, students within the class that aren't positive will:

- Have that class in a different room for one day (teacher displaced throughout their day), while the assigned room is cleaned and has a 24 hour window of no occupancy.
- If a building cannot find an available room or space to displace students then the students and staff member will convert to Remote Learning for the day.
 - This decision will be made in conjunction with the Superintendent and building administration.
 - Secondary teachers during their planning may be asked to go to another area so their rooms can be utilized.

Staff expectations for students utilizing HPS transportation:

- All Drivers must go directly to their bus each time they report for work in order to minimize crowds in the workroom.
- Buses must be sanitized after every run, whenever the bus is empty of students.
- All windows that open must be open whenever possible.
- All drivers and students must wear face coverings whenever on the bus
- All drivers must sanitize frequently touched areas (ex. Dashboard, steering wheel)
- All students must sanitize their hands before entering the bus and before exiting the bus

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*.

Face coverings required to be worn at all times by staff and 6-12 students, rather only in high traffic areas. Students and staff will be highly encouraged to wear them, but not required (at this time).

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.

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 13, 2020

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

<https://www.hudsonvillepublicschools.org/boe/board-meeting-minutes>

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

<https://www.hudsonvillepublicschools.org/return-to-school/index>

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: Doug VanderJagt, Ph.D.

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