



Back to School

Safety Guidance

Union City Community Schools

Instruction

Our goal is 100% in-person learning every school day, and we want to keep all students and staff as safe as possible!

We recognize that some parents may be uncomfortable with their child attending in person learning with the current safety requirements. We want to help those parents by offering a virtual option for their children.

In Person Learning With Safety Protocols

- Students will attend school face-to-face at Union City Community Schools in grades K-12, Monday - Friday, beginning August 24, 2021.
- The school day will follow a traditional schedule, with accommodations made to follow safety protocols outlined in this document. All protocols are subject to change based on MDHHS and CDC recommendations, guidance, and mandates.
- Attendance will be based on in person attendance in classes. All grading and assessment protocols of a traditional school year will be followed.
- All curriculum used will be district-approved curriculum based on Michigan Academic Standards.

Full-Time Virtual Learning

- Families will be required to make a semester commitment to this program.
- A full schedule of all core subjects and elective options will be offered.
- Classes will be taught by a Michigan certified teacher. It will not be our local teachers. The courses are delivered virtually through a company called Edmentum, not via Schoology.
- Only students who were successful virtually in 20-21 will be allowed. Principals have final approval.
- The virtual enrollment request must occur prior to Friday, August 20th 2021.
- Students are considered a full time Union City student, and can participate in athletics and extracurricular activities. Devices will be provided to all students.
- Call 517-741-3300 before August 20th to request this option.

Safety Protocols: Masks

Masks can be an important tool to reduce the risk of transmission of the virus, especially for the unvaccinated.

The following are the current requirements related to masks at Union City Community Schools:

Masks will be OPTIONAL (currently) for any individual in the school or on school grounds.

- The use of masks by all students and staff is recommended following CDC recommendations.
- The optional use of masks will be continuously reviewed and evaluated based upon information from the BHSJCHA and other sources.

Masks are REQUIRED on buses or any school transportation.

- Current federal guidelines mandate the wearing of masks by all individuals, students and staff, regardless of vaccination status, while on public transportation, including school buses. A doctor's note is required to be medically exempt from wearing a facial covering. (See "Busing and Student Transportation")
 - A list of students who are medically exempt will be provided to all who have a legitimate educational interest.

Safety Protocols: Vaccinations

- Vaccinations will NOT be required for any students or staff for in-person attendance.
- Students and Staff will not be required to provide proof of vaccination status for any purpose.

Safety Protocols: Hygiene

- The District will 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, and tissues).
- Portable hand sanitizing stations will be set up at entrances and throughout school buildings.
- Hand sanitizer will be available in all classrooms.
- Students and teachers will be encouraged to wash hands with soap and water every 2-3 hours.
- All students are strongly encouraged to have their own school supplies to limit sharing of personal items and supplies such as writing utensils.
- Disinfecting wipes will be available to all classrooms to encourage the regular disinfecting of any shared classroom materials.

Safety Protocols: Spacing, Movement, & Access**Classroom Space**

- Class sizes should be kept to the level afforded by necessary spacing requirements.
- Students who mask will be urged to group together with other masked students and be seated nearest the windows and/or ventilation. At the K-4 level the students will be assigned to those seats so that masked students are grouped together.
- In classrooms, desks, tables, and/or student workstations will be set up in the following manner as much as feasible:
 - As far apart as the classroom space allows.
 - Teachers will maintain three feet of spacing between themselves and students as much as possible.
- Seating charts will be maintained for contact tracing purposes.
- Classrooms that have windows that can open, will be kept open as much as possible, weather permitting. Considerations will be made for students with allergy-induced asthma.
- In music classes, students who wish to sing will be required to mask while singing.

Hallways and Common Areas

- Students will be directed to go immediately to their first hour classrooms in the morning, to minimize congregating in hallways and common areas. HS and MS students will pick up their breakfast on the way to the classroom.

Visitors

- Family members or other guests will have limited access for entrance in the school building as determined by district and school officials.
- Visitors will be generally restricted to the office area for legitimate school business.

Safety Protocols: Screening Students and Staff**Students or Staff Symptomatic at School**

- Each building will have a designated quarantine area for students to wait until they can be 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.
- Test results may be requested before the students can return to school.
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the last 48 hours to the best of their recollection.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

Student Screening at Home

- Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a

temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.

- Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Staff Screening

- All school staff are required to conduct a health safety self-assessment at home prior to coming to work.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school in a timely fashion.
- Positive tests for staff members will result in a required isolation away from school following direction from public health officials.

COVID Testing

- No mandatory testing is required at this time, but Union City Community Schools will comply with all screening requirements as mandated by any BHSJCHA, MDHHS, MDE, or CDC order.
- The District will work with BHSJCHA to continuously review and evaluate best practices based on the CDC mitigation risk-level guidance.

Safety Protocols: Responding to Positive Tests Among Staff and Students**Contract Tracing**

- If a student, staff, or visitor tests positive for COVID-19, the district will work with the BHSJCHA to establish appropriate responses, from communicating with parents to potentially closing buildings.
- The school is required to report any communicable disease, as required by law, and work in collaboration with the Calhoun County Public Health Department on all contact tracing procedures for quarantines issued by the BHSJCHA.
- All contact tracing guidelines established by the BHSJCHA will be followed for all school-associated cases at Union City Community Schools.
- Union City Community Schools will comply with all testing requirements as mandated by any BHSJCHA, MDHHS, MDE, or CDC order.

Safety Protocols: Food Service, Gathering, Extracurricular Activities**Breakfast**

- Breakfast will be eaten in first hour classrooms prior to the beginning of the students first class.
- High School and Middle School students will pick up their breakfast after they enter the building and go to their first period classroom to eat.

Lunch

- K-4 students will be seated in the cafeteria with their class in order to maintain social distancing with other students during lunch period.
- 5-8 students will eat lunch by grade level and will be encouraged to social distance as much as possible while eating.
- 9-12 students will eat lunch in the cafeteria and will be encouraged to social distance while eating as much as possible.
- Lunch will be closed-campus for all students.

Assemblies/Field Trips/Extracurriculars

- All indoor and outdoor gatherings will comply with current and future executive orders.
- Extracurricular events will be considered on a case-by-case basis.

Safety Protocols: Athletics

Union City Community Schools will comply with all athletics requirements as mandated by any MHSAA, BHSJCHA, MDHHS, MDE, or CDC order. The Athletic Director will review and become familiar with all guidance published by the MHSAA and share this information with coaching staff, students, and parents.

Athletics will follow all requirements published by the MHSAA.

**Safety Protocols: Cleaning**

- The district will create schedules to meet cleaning recommendations and protocols with EPA-approved disinfectant for all required areas including:
 - Frequently touched surfaces including light switches, doors, benches, bathrooms.
 - Libraries, arts, and other hands-on classrooms, if used by students.
 - Classroom manipulatives, books, and educational games.
- The clearing and sanitizing desks and workstations will take place twice per day.

- Appropriate PPE and cleaning supplies will be made available to all classroom teachers and staff in each building.
- Custodial staff will be available during the day to clean and check high traffic areas.
- District level administrators and building operations will meet to review and assess the plan for the cleaning and disinfecting of all buildings.

Safety Protocols: Busing and Student Transportation

On the Bus

- All students in grades K-12, if medically feasible, must wear facial coverings while on the bus.
- A doctor's note must be provided for a student to be considered medically exempt from wearing a facial covering.
 - All individuals are expected to bring their own mask prior to entering the bus, however, disposable face masks will be available at the entrance of the bus in the event that a student does not come to the bus with the necessary item.
- Communication will be provided to bus drivers regarding students that have a doctor's note exempting them from wearing a mask for medical reasons.
- Bus drivers will create a seating chart to group families together and promote social distancing as much as feasible. Students are required to sit in their assigned seats.
- Weather permitting, bus drivers will keep windows open on the bus both when in route and when stopped, to help increase air circulation.
- If a student becomes sick during the day, he/she will not be allowed to ride the bus home. Protocol outlined in "Screening Students and Staff" (above) will be followed for a student that becomes symptomatic while at school. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- To help maintain safety, bus passes will be discouraged and allowed only at the discretion of administration.

Non-Compliance on the Bus

- Students that choose to repeatedly remove their face covering or not comply with their assigned seat will revoke their privilege to ride the school bus until further administrative review.

Cleaning the Bus

- All buses will be cleaned and disinfected before each transportation run. This will include frequently touched surfaces in the vehicle, such as: surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, and any equipment, such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- No students will be present when a vehicle is being cleaned.
- Weather permitting, bus drivers will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- All necessary cleaning supplies and PPE for cleaning will be provided by the district.

Safety Protocols: Medically Vulnerable Students

Union City Community Schools will 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 needs and update care plans as needed to decrease their risk for exposure to COVID-19.

Mental & Social-Emotional Health

- School counselors are available to assist families and students with any mental and social-emotional health issues.
- An online referral or request for support form will be available on each student device and at each building level for identification and rapid referral of at-risk students or family needs to appropriate building-level support. The referral form will be posted on the school website at www.unioncityschools.org, and can be used by staff, parents, or students.

