

# **DRAFT COVID-19**

## **Preparedness and Response Plan**



**Name of District:** Traverse City Area Public Schools

**Address of District:** 412 Webster Street

**District Code Number:** 28010

**Web Address of the District:** [www.tcaps.net](http://www.tcaps.net)

**Name of Intermediate School District:** Traverse Bay Intermediate School District

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The following people have contributed to the thinking and guidance in many different ways to the development of the Preparedness and Response plan and the Continuity of Learning Plan. Thank you all for your leadership, collaborative spirit, dedication, and expertise.

## **Traverse Bay Intermediate School District**

Superintendent: Dr. Nick Ceglerak

Associate Superintendent: Carol Greilick

Director: Paul Bauer

## **Traverse City Area Public Schools School Board Members:**

Matt R. Anderson, Pamela G. Forton, M. Sue Kelly, Jane E. Klegman, Jeffrey A. Leonhardt, Benjamin L. McGuire, and Erica L. Moon Mohr

**TCAPS Superintendent:** Dr. John VanWagoner

**Interim Superintendent:** James Pavelka

**Executive Team Members:** Dr. Cindy Berck, Christine Guitar, and Christine Thomas-Hill

**Central Office Directors:** Heidi Maltby-Skodack, Andy Phillips, and Tiffany Pomaville

**Administrative Team Members:** Kate Burwinkel, Ben Berger, Angie Camp, Jason Carmien, Victoria Derks, Jana DuGuay, Joe Esper, Emily Feters, Rose Gallagher, Brian Guiney, Jessie Houghton, Kirsten Jones-Morgan, Bryan Kay, Nate Kepler, Charles Kolbusz, Ben Lantz, Lance Morgan, Dan O'Berski, Evan O'Branovic, Marshall Perkins, Ryan Ranger, Biz Ruskowski, Angela Sides-McKay, Terry Smith, Zac Stevenson, Kristin Stuedemann, Dan Tiesworth, Toby Tisdale, Lisa VanLoo and Andy Wares.

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**Association Leaders:** Jeff Adamick, Allyson McBride-Culver, Trish Hackett, Deb Jones, Julie Nesky and Dan Tiesworth

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## Back to School Options

### Option 1

#### Curriculum and Instruction by TCAPS Teachers

Curriculum and instruction by TCAPS teachers could be provided in any one of the following three scenarios depending on the region's phase in the MI Safe Start Plan. The district is planning for all three and will be ready to implement any one of these scenarios should they be required. Parents should be prepared for all three scenarios as they may change throughout the year, as necessary.

#### In-person Instruction

- Students attend school every day
- Curriculum taught by TCAPS teachers
- Common online learning platform utilized
- Additional health procedures in place



#### Hybrid Instruction

- Students attend school on a rotating basis to limit number of students and allow for social distancing
- Student A: M-T in-person instruction, W-F distance learning, Student B: M-W distance learning, Th-F in-person instruction
- Curriculum taught by TCAPS teachers
- Common online learning platform utilized
- Additional health procedures in place



#### Remote/Distance Learning

- Students receive instruction remotely full-time
- Curriculum taught by TCAPS teachers
- Daily check-ins/meetings with teachers
- Common online learning platform utilized



### Option 2

#### 100% Virtual via

**UPNORTH  
VIRTUAL**

- 100% virtual learning experience
- Open K-12 students in five-county region
- K-5 Lincoln Learning/ 6-12 Edgenuity platforms
- Support from TCAPS teacher/ mentor & local learning labs
- Belong to a local school community, participate in school activities
- Access to school resources like counseling services



## Key Components - Instructional

### Learning Management System (LMS):

TCAPS plans to adopt Brightspace by Desire to Learn (D2L), as their Learning Management System. D2L provides an integrated learning environment that allows curriculum content, communication, assignments, assessment, collaboration and integration with our PowerSchool student information system.

### Instructional Scope & Sequence:

Curriculum Leaders have worked to develop scope and sequence guidance for all CORE curriculum. Scope and Sequence documents provide unit lesson designs that integrate instructional delivery plans that meet the needs of the various learning modes we may experience depending on which learning mode we are in.

### Grading & Assessment

We will return to a grading system consistent with those utilized prior to the COVID-19 closure last spring. Grading and assessment practices will be used to inform students and parents of where students are in their learning progression and development.

### Instructional Schedules

At a glance, weekly instructional guides provide students and parents access to weekly learning schedules that allow for additional information prior to weekly instruction. Weekly lessons and activities are designed to integrate both synchronous and asynchronous learning to allow for easy transition between learning modes of instruction.

### Student Connections:

Principals, teachers and staff will continue to build connections with our students and families using a variety of methods to support students academic and non-academic needs.

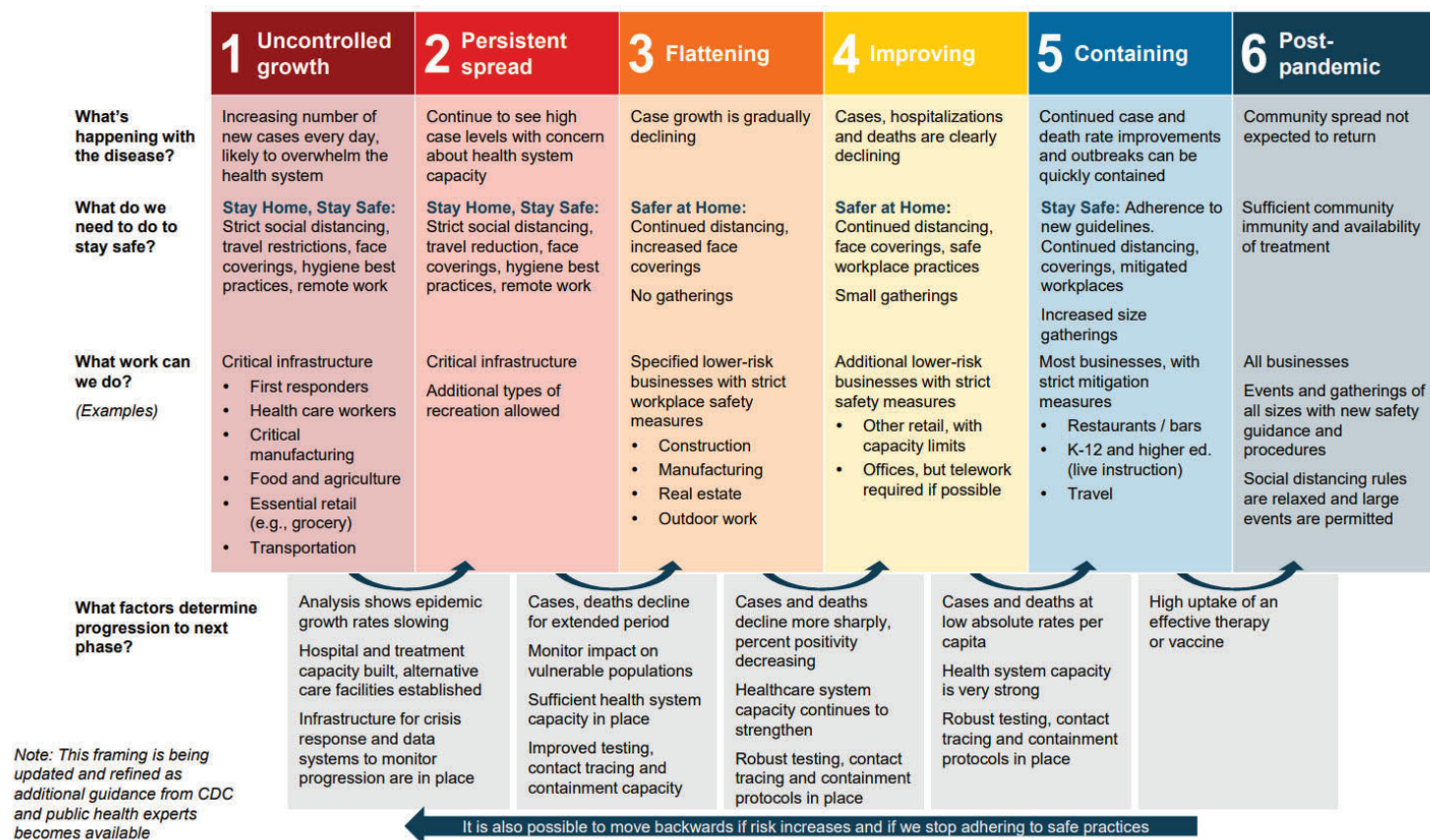
### Flexibility & Choice:

With the addition of UpNorth Virtual, we are able to provide an additional instructional delivery option for families who would prefer a fully remote learning experience. In this option, students are able to enroll at semester intervals and have access to an on-campus learning lab as well as participate in activities and services at their homeschool.



# Preparedness Plan Introduction

On May 7, 2020, Governor Whitmer outlined the MI Safe Start Plan with the six phases of the pandemic.



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."

## MI 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.

# TCAPS 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.

# TCAPS Preparedness Plan

TCAPS has developed 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, the following TCAPS plan addresses the phases outlined in the order:

## Phase 1, 2, or 3 of the Michigan Safe Start Plan

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*.

The district will offer alternative modes of instruction other than in-person instruction providing a summary of materials to each student. Parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. The Preparedness Plan will rely on electronic instruction and the district will consider how to 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.

### The district will provide instruction primarily in an online learning environment in Phases 1, 2, or 3.

- The district will provide instruction primarily in an online learning environment in Phases 1, 2, or 3.
- Instruction will be organized on a district approved learning management system (LMS).
- The online learning environment will be facilitated by the individual, content or grade level teacher.
- Personal connections will be made between students and staff through the Google Meet (or other district approved) platform.
- Instruction will be delivered via live class meetings and through asynchronous designed or assigned by teachers and synchronous using Google Meet or similar.
- Teachers will also be available to students and parents through email, phone, and via individual video conferences.
- Additionally, the district is under contract with several publishing companies, which are vital components of curriculum delivery. Consumables will be picked up by parents or students at the beginning of the year. Online access to associated programs is also provided through these publishing companies.
- If a student does not have online capabilities, and consumables are not part of the curriculum for certain content areas, hard copies will be provided to students using TCAPS designated pick up locations or supported with at-home delivery systems.
- School and TCAPS staff will support with printing.
- Teaching staff and support staff will be utilized to communicate with, support, and assist with instruction using written and phone communications.
- TCAPS will do their best to provide internet access to all students and provide a list of local internet access points.
- Personal connections will also be made between students and staff through phone calls, utilizing teachers as well as support staff.



## Phase 4

The following are policies and procedures that TCAPS will adhere to when the region in which TCAPS is located is in Phase 4 of the Michigan Safe Start Plan. These policies and procedures will be implemented if in the Hybrid or Face to Face options.

### 1. Face coverings

#### All staff and all students in grades preK-12 when on a school bus.

- Face masks will be worn by all adult staff when on the bus.
- Students will also be required to wear masks.
- Bus drivers will enforce social distancing rules as laid out in the MI Safe Start Plan.
- Bus drivers will clean each time the students have cleared the bus.

#### All staff and all students in grades preK-12 when in indoor hallways and common areas.

- Require face coverings for all students and staff when inside in Phases 4 or 5, following guidelines provided by the Governor.
- Students without a face covering will be given a basic face mask.
- Staff will be surveyed in early August on their face covering plan.
- The district will provide masks to teachers, based on need.
- Plexiglass will be installed in all offices.
- Office doors will require signage to indicate traffic flow if applicable.
- The cafeteria will not be used in Phases 4 or 5, other than for food pickup for students.
- Meals will be eaten in classrooms.
- In secondary schools, staff will help with coverage for hallways and bathroom breaks.
- Flow/timing for open campus students at Central High School will be defined and specific. In elementary schools, teachers will manage bathroom breaks, including monitoring social distancing requirements.

#### Classrooms Prek-12

- Require face coverings for all students and staff when inside in Phases 4 or 5, following guidelines provided by the Governor.
- Students without a face covering will be given a basic face mask.
- Staff will be surveyed in early August on their face covering plan.
- The district will provide masks to teachers, based on need.

## 2. Hygiene

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

- Proper handwashing techniques will be taught, using age-appropriate strategies, to all students on the first day of in person school and revisited throughout the year. Students and staff will wash hands using soap and water for at least 20 seconds and/or use hand sanitizer anytime students change classrooms.
- Hand sanitizing products that contain at least 60% alcohol and stations will be located in prominent places around school campuses.
- Signage reinforcing safe hygiene in regards to handwashing will also be displayed in appropriate and prominent places.
- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.
- Staff will systematically and frequently check and refill the soap and hand sanitizer stations.
- Appropriate coughing and sneezing techniques will be taught, using age-appropriate strategies. Signage will also be displayed.
- Appropriate disposal of tissues, disposable face masks, etc. will be covered with students by staff.
- The use of shared tools will be discouraged as much as possible. For example, in a kindergarten class, table totes with common materials for tablemates to share will not be used.
- Items that must be shared will be sanitized between uses.
- Lockers will not be shared with other students.
- All classrooms will be cleaned, per recommendations by the MI Safe Schools Roadmap.
- In secondary schools, staff will perform all required cleaning in classrooms between periods (desks, surfaces, tools).
- In elementary schools, staff will clean desks, surfaces, and tools during the lunch break.
- Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.
- When available, water bottle drinking fountains will be utilized for refilling personal water bottles.
- All non-water bottle stations will be covered and turned off when possible.
- Door handles and light switches will be wiped down by staff throughout the day.
- In elementary art and music rooms as well as the gymnasiums, staff will follow the same protocols as outlined above for secondary classrooms.
- In secondary schools, music classrooms will require additional support for cleaning due to the size of the spaces, as well as things like music stands, using the same standards as outlined above.
- Handwashing and/or sanitizing stations will be set up throughout school buildings.

### 3. Spacing, Movement and Access

- In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- As feasible, desks will be facing the same direction toward the front of the classroom.
- Teachers should maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
- Signage will be posted to indicate proper social distancing.
- Floor tape or other markers should be used at six foot intervals where line formation is anticipated.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

### 4. Cleaning

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

- Frequently touched surfaces will be disinfected by district staff. This includes light switches, door knobs, bathroom surfaces, etc.
- TCAPS staff housed in hands on rooms like art, music, and the library will be given five minutes between periods to disinfect desks or shared equipment. Staff will be provided the appropriate PPE (gloves, surgical mask, and face shield) for cleaning.
- Student desks in elementary classrooms will be wiped down during lunchtime with an appropriate disinfectant. Student desks in secondary classrooms will be wiped down between each period.
- Playground equipment will be cleaned at least weekly. Playground equipment (like kickballs) will not be allowed to be brought from home. Playgrounds may be zoned, especially in Phase 4, to allow for minimal contact with others outside of a student's homeroom.
- TCAPS 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 use products.

## 5. Athletics

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

- District athletic directors will maintain communication with the Michigan High School Athletics Association (MHSAA) and the National Federation of State High School Associations (NFHS) in order to ensure that TCAPS is following all guidance from those organizations.
- A meeting structure has been established to provide a venue for the directors to discuss these guidelines with central office administration and facilities staff to ensure that the district is able to support the Athletics Department with guidelines.
- Proper hand hygiene techniques will be utilized before and after every practice. Players will provide their own water bottles. Screening techniques will continue to be utilized.
- All equipment will be disinfected before and after use.
- Handshakes, fist bumps, and other unnecessary contact will not occur.
- If our region is in Phase 4, athletes will not be allowed to use indoor weightlifting facilities or do conditioning indoors. Any outdoor conditioning in Phase 4 will follow social distancing guidelines. In Phases 4 or 5, any shared equipment will be disinfected after each use.
- Spectators will be limited to the number that is recommended by the MHSAA or the Governor.
- In Phase 4, athletes who are not participating in a contest and all coaches will wear a facial covering.
- If buses are used to transport athletes, the same protocols used during the school day will be in place for travel related to athletics.



## 6. Screening Students & Staff

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

- TCAPS will cooperate with the Grand Traverse County Health Department regarding all established screening protocols for staff and students.
- Buildings will provide a dedicated quarantine/isolation area and adequate staffing to care for students who become ill.
- Students presenting symptoms of COVID-19 will be placed in the quarantine until parent/guardian come to pick the student up.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- All staff who work on campus and all students are required to complete the daily health assessment.
- Anyone with a temperature of 100.4 or greater, or who exhibits any respiratory or gastrointestinal symptoms will not be permitted to attend classes or to come to campus to work.
- Staff will complete the screening independently.

### Medically Vulnerable Students and Staff

- TCAPS will have care plans up to date and we will have a list of the students that are vulnerable as well as their siblings and what school they go to should there be an exposure. We will follow CDC and the Health Department Guidelines for these students.

## 7. Testing Protocols for Students & Staff and Responding to Positive Cases

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

### Testing Protocols for Students and Staff

- **TCAPS will cooperate with the Grand Traverse County Health Department regarding all established testing protocols for staff and students.**
- **Students who develop a fever or become ill with COVID-19 symptoms will be required to quarantine.**
- **Any staff who develop a fever or become ill with COVID-19 symptoms at work should seek additional guidance from their primary care physician.**
- **Symptomatic students and staff should stay home or be kept in quarantine until they have tested negative for COVID-19, or have been released from isolation according to CDC Guidelines.**
- **In the event of a lab or clinically diagnosed case of COVID-19, the family will be referred to the health department and we will follow the health department guidance.**

## 8. Responding to Positive Tests Among Staff and Students

- TCAPS will cooperate with the Grand Traverse County Health Department if a confirmed case of COVID-19 is identified, and will collect the contact information for any close contacts of the affected individual from two days before the individual showed symptoms.
- TCAPS will notify the Grand Traverse County Health Department, 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.
- TCAPS will partner with the Grand Traverse County Health Department regarding contact tracing and quarantine directives as appropriate.
- Staff will be trained 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, TCAPS staff 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.
- Employees with a confirmed case of COVID-19 should return to campus only after they are no longer infectious.
- The Grand Traverse County Health Department will provide instruction about return to work using the most current guidelines from the CDC for this determination.
- Staff will wear a surgical mask, gloves, and a face shield when performing cleaning.

## 9. 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.
- Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

## 10. 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).

- Hand sanitizer will be provided on every bus. Students entering the bus will be required to sanitize their hands. Students refusing to do so will not be allowed to ride the bus that day.
- Bus drivers will enforce social distancing rules as laid out in the MI Safe Start Plan.
- In Phases 4 or 5, students and staff on a bus will be required to wear a facial covering unless they cannot medically tolerate wearing one.
- Staff will clean and disinfect the bus between routes. They will wear appropriate PPE (surgical mask, face shield, and gloves) while cleaning.
- Weather permitting, bus windows will be open during transit, during cleaning, and between trips to promote air flow.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- Students or staff will not be allowed on buses if they are showing symptoms of COVID-19.
- 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.

## 11. Food Service, Gathering, and Extracurricular Activities

- In Phase 4 there will be no indoor assemblies that bring together students from more than one classroom.
- The cafeteria will not be used in Phases 4 or 5, other than for food pickup for students.
- Meals will be eaten in classrooms.
- Serving and cafeteria staff should use barrier protection including gloves, face shields, and masks.
- Students, teachers, and cafeteria staff wash hands before and after every meal.
- All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.
- If field trips occur, they should comply with transportation guidelines within this document, including mandatory

## 12. Mental & Social-Emotional Health

- Staff will watch for at-risk students and will coordinate with on-campus school counselors and the school support staff to provide support.
- Social-emotional learning practices will be incorporated throughout the curriculum and delivered through the advisory system and numerous other avenues.
- Supports for staff experiencing difficulties are made available and published through the Human Resources office.

## 13. Instruction

### Governance

- The District Network has examined and identified opportunities for improvements in curriculum and instruction to be implemented in the fall.
- Staff, students and parents provided feedback during the planning process.
- Feedback processes and protocols surrounding hybrid and remote learning have been developed and reviewed

### Instruction

- Instructional vision for the fall includes recognition for the potential gaps in learning for students from the wide variety of approaches to the spring 2020 term that students have experienced.
- Educational support needs for students will be monitored throughout the year, and assistance will be provided as appropriate.
- Activities and programming outside of the school day will be leveraged to provide additional support to students as appropriate.
- Remote learning contingencies have accountability factors to ensure regular connectivity, student engagement, attendance tracking, and student assessment.

### Communications and Family Supports

- Communication through the summer months is occurring on a regular basis with enrolled families regarding the return to campus plan for the fall, and will continue throughout the school year.
- Family orientation sessions will be provided online prior to the start of school to provide an additional vehicle to share information about new campus protocols for the 2020-21 school year.

### Professional Learning

- Professional development for staff will help staff identify students who are in need of additional support.
- Professional development for staff will include goals to offer restorative support for teachers and learning around equity and implicit bias, social-emotional learning and culturally responsive education.
- Professional development will include additional training opportunities in remote learning methodologies, and developing curricula that can transition easily should there be a need to engage in a remote learning environment, appropriate signage for handwashing, hygiene issues, and physical distancing.
- Personal protective equipment has been procured for all cleaning protocols.



## 14. Operations

### Operations

- Supply needs specific to COVID-19 cleaning protocols and personal protective equipment are being monitored for current inventory as well as 30, 60, and 90 day anticipated needs.
- Guidance for cleaning and disinfecting surfaces are included with all cleaning supplies, and staff are trained on the proper use of equipment.
- OSHA and CDC guidance is reviewed regularly by the facilities staff to ensure protocols are up to date and reflect current best practices.
- Facilities staff have received additional training specific to COVID-19 protocols.
- Summer months have been utilized to deep clean facilities.
- Campus facilities have been audited for classroom size, capacity, and ventilation, and additional non-classroom facilities have been audited for potential repurposing.
- Facilities have been checked for proper use of HVAC systems, appropriate signage for handwashing, hygiene issues, and physical distancing.
- Personal protective equipment has been procured for all cleaning protocols.

### Budget, Food Service, Enrollment, Staffing

- Policies for students and staff have been updated to include appropriate modifications for new procedures on campus and special COVID-19 concerns.
- The daily schedule has been modified, keeping safety protocols in mind.
- Food service staff has been engaged in updating protocols and procedures for the dining services area and food handling procedures that are based on current public health guidance.

### Technology

- Technology staff have been engaged in identifying any additional needs that may occur should there be a return to remote learning including the addition of an LMS.
- Contact information for the information technology help desk is readily available to staff, students and families to troubleshoot issues and concerns.

## Phase 5

The following are 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.

TCAPS will continue to keep student and staff safety as our highest priority. TCAPS's position is that all of the required elements in Phase 4 are important enough to student and staff safety that they will be carried forward into Phase 5. Therefore, Phase 5 implementation of protocols will mirror Phase 4. This will also allow for consistency with students and district protocols as our community shifts between Phases 4 and 5.

### Strongly Recommended Protocols That will be implemented in Phase 5

The following are strongly recommended protocols from the Return to School Roadmap the district will include in its Preparedness Plan when the region in which the TCAPS is located is in Phase 5 of the Michigan Safe Start Plan.

- Face coverings (pg. 10)
- Hygiene (pg. 11)
- Spacing, Movement and Access (pg. 12)
- Cleaning (pg. 13)
- Athletics (pg. 13)
- Screening Students & Staff (pg. 14)
- Testing Protocols for Students & Staff and Responding to Positive Cases (pg. 15)
- Responding to Positive Tests Among Staff and Students (pg. 15)
- Medically Vulnerable Students and Staff (pg. 16)
  - Busing and Student Transportation (pg. 16)
  - Food Service, Gathering, and Extracurricular Activities (pg. 17)
  - Mental & Social-Emotional Health (pg. 17)
- Instruction (pg. 17)
  - Governance (pg. 17)
  - Instruction (pg. 17)
  - Communications and Family Supports (pg. 18)
- Professional Learning (pg. 18)
- Operations (pg. 18)
  - Budget, Food Service, Enrollment, Staffing (pg. 19)
  - Technology (pg. 19)

The following are the strongly 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.

**Excluded Items:**

- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers. (Some schools will not be using lockers, if in use they will be provided individually.)
- Due to spacing limitations, spacing of desks six feet apart will not always be possible.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles. (Clorox 360 machines, or similar will be used in the room prior to students or staff returning.)

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

**Excluded Items:**

- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers. (Some schools will not be using lockers, if in use they will be provided individually.)
- Due to spacing limitations, spacing of desks six feet apart will not always be possible.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles. (Clorox 360 machines, or similar will be used in the room prior to students or staff returning.)

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

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

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

*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:** Traverse City Area Public Schools

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:** August 11, 2020

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

*This template was provided by MAISA in collaboration with the following:*

