

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

**Name of District: Macomb Intermediate School District  
32P Great Start Collaborative/ GSPC**

**Address of District:** 44001 Garfield Road Clinton Township, MI 48038

**District Code Number:** 50000

**Web Address of the District:** <https://www.misd.net>

**Name of Intermediate School District:** Macomb Intermediate School District

**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.

Macomb County Great Start Collaborative will initiate a hybrid model to ensure continuation of the GSC work plan and action agenda by holding meetings and subcommittee meetings virtually with the cloud-based video and web conferencing platform, Zoom. This will allow workers across multiple locations to take part in meetings, share files, and collaborate. This platform is supported by the MISD, Early Childhood Systems Network, Macomb County Health Department, Michigan Department of Health and Human Services, Macomb Community Action, Great Start Parent Coalition and additional county stakeholders. GSC will coordinate with agency partners to distribute necessary materials to continue support with Safe Sleep, Talking is Teaching and MSN social emotional materials for early childhood mental health and prenatal care.

Macomb County Great Start Parent Coalition will initiate a hybrid model where GSPC will continue to hold weekly meetings for parent representatives, monthly parent coalition meetings, and all organizational meetings virtually until further notice. In addition, GSPC will continue to hold virtual events to support the GSPC work plan and parent led strategies, including: early literacy development, social emotional development among peers and family engagement. The platform for interaction will be: Zoom, Google Meet, Facebook Live, Remind, Interactive Website and youtube. The GSPC will continue to supply necessary materials to families via electronic emails, constant contact and paper copies sent through United States Mail Service and pick up services through MISD. GSC/GSPC will continue to have open communication with families and stakeholders through Great Start Macomb interactive website. GSPC will continue to use materials and resources that attend to the whole child. Talking is Teaching materials will be distributed via drop off and U.S. mail to trusted messengers across the county to support early literacy. Adventures in Parenting resource books will be provided to new parents via interactive website. The GSC/GSPC staff will use trauma-informed practices and protective factors framework to support families as a whole and provide local resources for basic needs, physical health, mental health and early childhood development

Help Me Grow Macomb will initiate a hybrid model which includes using Zoom, Constant Contact, Brookes Enterprise System and electronic communication with parents and professionals across the county. Packets of intervention materials will be sent to families via email and U.S. mail.

32P Mini Grant Programs will initiate a hybrid model of service. This includes the following:

Parents as Teachers-As a sub recipient of 32P funds, PAT through Leaps and Bounds Family Services will continue appointments with families via virtual method of Zoom and Doxy.me (Both HIPPA and PAT National approved). While utilizing language interpreters, a combination of phone, text, and emails are being used for communication and materials are being sent through mail system. Live chats with families are being conducted through Zoom and Doxy.me.

Nurse Family Partnership-As a sub recipient of 32P funds, through Macomb County Health Department will continue to exclusively use Telehealth to conduct appointments and meetings with clients.

Reach out and Read-As a sub recipient of 32P funds, will utilize Telemedicine and mail distribution for clients. Upon returning to face to face visits all State of Michigan safety protocols will be implemented.

Great Parents, Great Start, Macomb Action-As a sub recipient of 32P funds, will utilize Zoom and Google Meet for continued services for families. Upon returning to the classroom, all State of Michigan

protocols will be implemented.

**B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 and up when in classrooms.
  - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Facial coverings will consistently be worn by GSC/GSPC staff. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Facial coverings have been provided to all GSC/GSPC staff.

Any staff member who cannot medically tolerate a facial covering must not wear one.

Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.

- Homemade facial coverings must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

Facial coverings must be worn by all parents and children during all face to face events, picking up of materials and distribution of materials. Disposable face masks will be provided to parents/children upon each event they attend.

Any staff, family member or child that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove without assistance should not wear one.

GSC/GSPC will follow MISD guidelines for any events, staff meetings or necessary visits to the building.

GSC Home Visiting Programs and 32P Grant Recipients- must wear facemasks in all common areas, including entering the building, hallways, and bathrooms. Masks must be worn in the event that staff will be closer than 6 foot from other persons.

Infants and young children will not be required to wear face masks if not tolerable.

2. **Hygiene**

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

GSC/GSPC will follow hygiene practices that include providing hand sanitizer with at least 60% alcohol for safe use of staff, parents and children. Soap and paper towels will be provided along with encouragement for proper handwashing techniques will be distributed.

GSC/GSPC will promote the education of staff, parents and children on how to properly cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

GSC/GSPC will systematically check and refill soap, hand sanitizers and necessary supplies on a daily basis or every 4 hours as needed.

A hygiene kit will be provided for each parent coalition representative to ensure proper usage and eliminate the sharing of supplies.

Hand sanitizer will be provided for all participants of GSC/GSPC events.

GSC Home visitors and 32P Recipients- will be providing hand sanitizer to use on parent/child visits and provide families with materials on proper hand washing techniques.

Home visitors will follow the state guidelines for home visiting:

\*Ask Health Screen questions:

\*Has anyone in the home symptoms of respiratory infection: cough, sore throat, fever, shortness of breath or difficulty breathing, chills, muscle pain, new loss of taste or smell, nausea or vomiting, diarrhea? \_\_\_\_\_

\*Has anyone in the home been exposed or tested positive for COVID 19 in the past 14 days?

Home visitors will not do home visit if anyone is sick/offer remote services.

For health of home visitor they will follow the protocol below:

\*Take your temperature and conduct virtual visits/remote options if you are sick.

\*Plan how to practice social distancing and hygiene during and after the visit.

During Visit:

\*Wear a cloth face covering and encourage the family you are visiting to do the same.

\*Provide disposable or clean cloth face coverings if the family needs them (if funds are available).

\*Sanitize your hands upon arrival.

\*Explain the precautions you will take during the visit due to COVID-19, including social distancing.

\*Do your best to respect any additional precautions families ask you to take while in their home.

### 3. Cleaning

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

GSC/GSPC will clean all materials used in events with an approved disinfectant/diluted bleach solution. This includes all materials shared by staff members, families and children.

Gloves will be provided for staff to ensure all materials are properly sanitized.

Appropriate cleaning disinfectant will be provided to staff for all events to ensure proper cleaning measures. In addition, all materials will be sanitized at the end of the event prior to storage.

GSC home visitors will follow the sanitizing protocol below after a home visit:

\*Sanitize your hands

\*Sanitize any items you used during the visit and your vehicle.

\*Put face covering in bag to be washed and use a fresh one at next home visit.

\*Discuss any COVID-19 concerns with your supervisor.

**4. Athletics**

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

GSC/GSPC will follow MISD guidelines

**5. Screening**

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

GSC/GSPC will utilize the Covid -19 Screening Tool on the MISD website

GSC Home Visiting programs will follow State of Michigan Home Visiting Screening Questions

**6. Testing**

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

GSC/GSPC will follow MISD guidelines

**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).

GSC/GSPC will follow MISD guidelines

**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.**

GSC/GSPC will follow the recommended protocols for phase 5:

- \*Reporting and Covid-19 diagnosis to administrator for trace reporting
- \*Require staff to be quarantined for 14 days if exposed to Covid-19
- \*Recommend family/children to self - quarantine for 14 days if exposed to Covid-19
- \*Complete a sign in record for each family event, staff meeting, or distribution event with phone number for immediate contact for trace reporting

GSC/GSPC believes that mental and social-emotional health is a critical and foundational piece to the success of this coming year. Therefore, GSC/GSPC will support families and children by offering social emotional materials and make referrals when necessary through the Help Me Grow line. GSC/HMG continue to utilize ASQ SE2 (Ages and Stages Questionnaire for Social Emotional Development) with children 5 years of age and under. GSC/HMG will continue to work collaboratively with the Macomb Mental Health Response Team to support staff and parents with social emotional supports.

In an effort to address social emotional wellness with staff, parents and children, GSC/GSPC will provide support materials on a weekly basis to assist in providing coping skills to the staff and community that we serve. Routine phone calls and electronic communication will be used to make connections with staff and community in an effort to continue to build healthy relationships and adhere to the Protective Factors.

Macomb Social Emotional Network will provide mental health and social emotional training to providers during phase 5 to assist with grief, loss of a loved one, anxiety and stress.

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*.

GSC/GSPC will continue to actively participate in work groups that will review our remote learning plan and address our community needs.

GSC/GSPC will communicate guidelines for identification and rapid referral of at risk children and families to appropriate building level support.

GSC/GSPC will compile and distribute a comprehensive list of wellness resources available for both staff and families.

GSC/GSPC will continue to offer multi-media approaches to learning for families and children.

GSC/GSPC will continue to offer learning opportunities for parents to understand and utilize electronic and virtual communication platforms for continued communication and support.

GSC/GSPC will provide community with resources for technological use for families and children to ensure proper academic and family engagement support.

GSC Home Visiting will continue to follow safety procedures and cleaning protocols.

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*.

N/A

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:**

**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: Dr. Alesia Flye**

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: 8/14/2020**

**Date Submitted to State Superintendent and State Treasurer: 8/17/2020**