



WAYLAND UNION SCHOOLS

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Revision #1 October 26, 2020

Name of District:

Wayland Union Schools

Address of District:

850 E. Superior Street, Wayland, MI 49348

District Code Number:

03040

Web Address of the District:

www.waylandunion.org

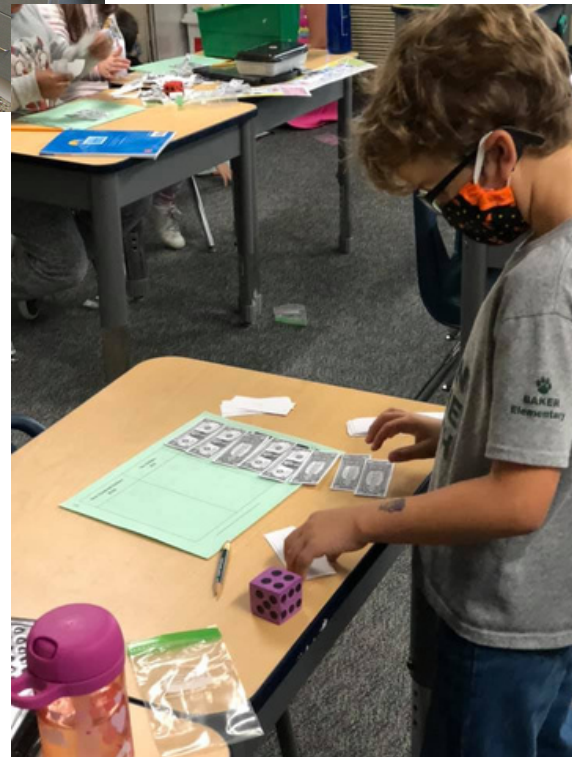
Name of Intermediate School District:

Allegan Area Education Service Agency



PREPAREDNESS PLAN INTRODUCTION

In August 2020, Wayland Union Schools developed a COVID-19 Preparedness and Response Plan following Executive Order 2020-142. Since then, the Governor's Executive Orders have been overturned by the Michigan Supreme Court. In the meantime, school districts Preparedness Plans, which have been adopted by their school boards, continue to be relevant and necessary to protect the health and safety of their students and staff. This document is a revised edition of the August COVID-19 Preparedness Plan. It will be sent to Allegan Area Educational Service Agency (AAESA), who may then submit it to the State Superintendent of Public Instruction and the State Treasurer, as part of the Extended COVID-19 Learning (COL) Plan's monthly confirmation process.



PREPAREDNESS PLAN ASSURANCES

The District agrees to meet all of the following requirements:

- 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, as mandated by the Michigan Department Health & Human Services (MDHHS); Allegan County Health Department (ACHD); and/or State of Michigan to anyone with possible exceptions which may include: (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 as mandated by the Michigan Department Health & Human Services (MDHHS); Allegan County Health Department (ACHD); and/or State of Michigan.
- 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, and pending any changes to the authority under *Michigan Safe Start Plan*.
- 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 in accordance with USDA and State of Michigan Food Service regulations.
- The District assures that during **Phase 4** of the *Michigan Safe Start Plan* that gathering limits set forth by Michigan Department of Health and Human Services; Allegan County Health Department; Michigan High School Athletics Association; and/or the State of Michigan will be followed.
- 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 the individual showed symptoms to the time when the individual was last present in school.

PREPAREDNESS PLAN - PHASES 1, 2 OR 3

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 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 or district is in closure, due to the pandemic:

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.

In Phases 1, 2, or 3 of the Michigan Safe Start Plan, if Wayland Union Schools, or any of its buildings are closed due to COVID-19, Wayland Union Schools (WUS) may offer remote instruction, “Wildcats Online,” to all students. WUS will use Google Classroom as a K-12 platform for instruction as a common access point for all students.

During any closure period, Wayland Union Schools will utilize multiple modes of learning which promote recommended practices for social distancing to mitigate the spread of COVID-19. These resources include online learning, telephone communications, virtual instruction, videos, slideshows, project-based learning, and instructional packets as designed by our certified teachers, working in teams, supported by members of our Instructional Services Team and Administrators.

With proactive planning, we have designed a remote instruction model, “Wildcats Online,” which will be held through Google Classrooms. Specific student and staff expectations have been established and will be communicated to students, parents, and staff members. Wildcats Online has been developed after reviewing staff, student, and parent input received after the emergency remote learning last spring. Wildcats Online will provide greater structure, support, and accountability.

To assess student engagement and well-being, attendance will be taken during remote instruction. If school staff are unable to contact a student after numerous attempts, truancy may be filed.

Due to the flexibility of the plan, there are no specific resources that families will need to have in order to access instructional materials. Approximately 85% of our students live in homes with access to the internet, the majority of our students and families will be able to interact and connect using their district-issued iPads and their home internet. The district has planned for students who do not have internet access in their homes. Students who participate online or through paper/pencil instruction will not be penalized for their method of participation. Students without internet access will also have the option to phone into a Zoom meeting or a Google Hangout session with their teacher(s).

As long as the school buildings are able to remain open to essential staff, teachers may have the option to work in their classrooms if they need access to materials and/or technology. If the teacher is willing to use their personal internet and able to work productively at home, the option may be available to them. District communication will be sent to teachers and staff regarding the reporting requirements. Each scenario, during Phases 1-3, will be in consultation with their direct supervisor.

PREPAREDNESS PLAN - PHASE 4

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 permitted to offer in-person, virtual, or a combination (hybrid) model of instruction. Those policies and procedures must, at a minimum, include: face coverings; hygiene; cleaning; athletics; screening; testing; busing and student transportation; and Phase 5 policies and procedures.

District & Building Implementation Plan

Schedule and Instruction

During Phase 4, the Wayland Union Schools will utilize a Graduated Return to School Plan, based on local school district data provided by the Allegan County Health Department. WUS will follow the hybrid instructional model described in the first COVID-19 Preparedness and Response Plan for the remainder of the first trimester. The original Hybrid Learning Plan divides students into two cohorts alphabetically: Students with the last names A-K will attend school on Mondays and Thursdays; Students with the last names L-Z will attend school on Tuesdays and Fridays. Students will receive instruction in-person or through the Virtual Academy of Allegan County (VAAC). At the start of the second trimester the district will move into an Enhanced Hybrid Model improving upon the original hybrid model building onto the Wednesday virtual sessions with attendance/participation, check-ins, and/or other supports based on parent survey responses and instructional team development by grade level. Once the district maintains four consecutive weeks at a Risk Level C (according to the Allegan County Health Department School Guidance), the district would move into a Super Hybrid Schedule consisting of four days per week of instruction for all students Monday, Tuesday, Thursday, and Friday. Wednesdays would continue to offer virtual instruction and an opportunity for deep cleaning. Once the district maintains four consecutive weeks at a Risk Level B (according to the Allegan County Health Department School Guidance), the district would move into a full return with five days per week of in-person instruction.

During the Original or Enhanced Hybrid schedule:

- In-person instruction is spread out (M/Th or T/F) to provide students with directions and guidance for at-home work, provide a mid-week, in-person check-in to help with questions, assignments and preparedness for the following remote learning day(s), and reduces the number of remote learning days in a row.
- Specific structure and expectations for at-home learning days will be provided by teachers/schools.
- Students will have access to support staff, virtually, for assistance or clarification on their assignments.
- Content taught in the Hybrid Learning Plan is the same for both A/B groups.
- During the hybrid schedule, our students will be split into two groups:
 - “A Group” will attend school in-person on Monday & Thursday, remotely on Tuesday, Wednesday & Friday.
 - “B Group” will attend school in-person on Tuesday & Friday, remotely on Monday, Wednesday & Thursday
 - Wednesday will include direct instruction, intervention, and staff professional development. Both groups will receive the same content.

PREPAREDNESS PLAN - PHASE 4 CONT.

Enhanced Hybrid cont.

- Students in one household with different last names will be placed in the same group to help families with scheduling.
- Classrooms will have approximately 12-15 students each (whenever possible.)
- Low class sizes allows for physical distancing practices: increased space in rooms.
- The district will transition to the next step in its plan after reviewing local school district guidance provided by the Allegan County Health Department. The guidance will include a risk category, which aligns with the MI Safe Start Plan (Low, A, B, C, D, or E) with low being the lowest risk category and E being the highest risk category. After three consecutive weeks of Risk Category C, Wayland Union Schools will transition to a “Super Hybrid” model of instruction.

Super Hybrid

- After three consecutive weeks at Risk Category C, Wayland Union Schools will transition to a “Super Hybrid” model of instruction, consisting of four full days of instruction: Mondays, Tuesdays, Thursdays, and Fridays. Wednesdays will continue to be a virtual day of instruction.
- A weekly progress report will be placed on the district website to communicate the Risk Category.
- When the district is at Risk Category C for two consecutive weeks, transition planning will be expedited and students will begin the Super Hybrid Model on the Monday following the third consecutive week of Risk Category C.

Full Return

- After three consecutive weeks at Allegan County Health Department Local School District Data: Risk Category B, Wayland Union Schools’ students will transition to a full return to a full five-days per week of instruction.
- A weekly progress report will be placed on the district website to communicate the Risk Category.
- When the district is at Risk Category C for two consecutive weeks, transition planning will be expedited and students will begin the Super Hybrid Model on the Monday following the third consecutive week of Risk Category C.

These plans will be confirmed through the Extended COVID-19 Learning Plan (ECOL) reconfirmation process every 30 days.

PREPAREDNESS PLAN - PHASE 4 CONT.

SAFETY PROTOCOLS AND MITIGATION MEASURES

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 all grades when in classrooms.

During Phase 4, Wayland Union Schools will follow the Return to School Roadmap required and strongly recommended guidelines for personal protective equipment (PPE) i.e., face masks. Parents and staff were notified of changes via email and district website. Training videos were made available to parents and staff on our website.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- The assumption is that every student and staff member will have become comfortable with a clean face mask that suits their face shape; however, disposable face coverings will be available to those who forget their masks at home. These will be located on busses and in the building's health rooms for distribution as needed.
- A clean face mask will be worn each day. Homemade/cloth face masks will be washed prior to next daily use. Should a face mask be needed, they will be on hand.
- Individuals (staff or students) who claim medical exemption will need to meet with the district Principal and School Nurse to provide rationale and documentation. (Begins in August and continues throughout the school year)
- When parents believe their child is unable to wear a face mask, they will need to complete a Medical Exemption Consideration Form, which is to be signed by a physician, and return to the building administrator. The building administrator will review the form and schedule a phone conference with the parent.
- Administration will be aware of those who have a medical exemption and will address any student or staff member who is not wearing a mask and who does not have medical documentation. A list will be maintained by the school nurse in each building for review by administration as needed. Discipline will be issued for non-compliance to the mask requirement.
- All PreK-5 students and staff will be required to wear a face covering at all times except during meals.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in Infinite Campus. These incidents will be addressed through the student handbook.

PREPAREDNESS PLAN - PHASE 4 CONT.

Face coverings cont.

- Students showing patterns of refusal (non-compliance in wearing face masks) may be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continued removals from the school building will result in placement into remote instruction, with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building will be limited during Phases 4 and 5 or during the pandemic. Guests will be required to wear a disposable (or a clean cloth) face mask upon signing in at the main office and will be instructed to wear the face mask at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator. If guest(s) is permitted into the building, they must sign-in with the date, time, and their name and current phone number.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.
- Face masks will be required at all school events, per school policy during a pandemic, and/or in accordance with MDHHS and/or Allegan County Health Department guidance. This may include indoor and outdoor gatherings (i.e. Public School Board Meetings; Athletic Events; and more). Non-compliance may result in contact with law enforcement or event termination, as determined by school officials. If an individual has a medical exemption to face masks, written documentation must be provided.

2. Hygiene

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

Wayland Union Schools will follow all of the hygiene requirements and protocols:

- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have hygiene protocols that are posted. It will include:
 - Hand-washing - will be emphasized.
 - Room sanitation schedules will be coordinated with GRBS custodial staff with assistance from staff to maintain classroom sanitation.
- Teachers and staff will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video):
 - proper handwashing on the first day of school and reinforce weekly, more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, website, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- Sharing of school supplies will be limited.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website - donations are gratefully accepted - please speak to the building principal.

PREPAREDNESS PLAN - PHASE 4 CONT.

Hygiene cont.

- Custodial staff will:
 - Procure adequate soap, hand sanitizer, paper towels, tissues in order to maintain an inventory meeting the needs of the district.
 - Sanitation signage will be displayed in high-traffic areas.
 - Monitor hygiene supplies and refill as needed.

3. Cleaning

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

Wayland Union Schools will implement the cleaning requirements for cleaning protocols, including:

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the cleaning protocols.
- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning supplies, including EPA-approved disinfectant, will be available in each classroom.
- All classrooms will be provided with either dispensing buckets and wipes, with EPA-approved disinfectant, paper towels and/or microfiber cloths, and gloves in order to address new cleaning protocols. Staff must wear gloves and a mask when cleaning and adhere to instructions as posted on the product. The EPA-approved cleaning supplies will be stored in the classroom, away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant as time permits.
- All classrooms will have EPA approved cleaning materials available. During the original and Enhanced Hybrid Instructional Model (Monday/Thursday and Tuesday/Friday cohorts), desks will be wiped down every time a cohort exchanges the space and at minimum every four (4) hours with EPA-approved disinfectant.
- All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- A training on cleaning materials and protocols has been provided to all staff. This training will show the use of PPE when cleaning and protocols for the classroom.

4. Athletics

Please describe how you will implement the requirements for athletics protocols:

Wayland Union Schools will implement the requirements for athletic protocols by:

- All athletic programming will follow recommendations from MHSAA, MDHHS, Allegan County Health Department, and/or the State of Michigan.
- Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
 - Face mask requirements will follow school policy during pandemic, MHSAA, Allegan County Health Department, Michigan Department Health & Human Services (MDHHS), and/or the State of Michigan.
 - Including which athletic events will be held each season.
 - Including spectator requirements.

PREPAREDNESS PLAN - PHASE 4 CONT.

4. Athletics cont.

- Disinfect all equipment before and after use.
- Follow protocols for transportation i.e, face masks must be worn on the bus at all times.
- Participants must provide and use a clearly marked water bottle. There is to be no sharing of water bottles.
- Large spectator events will follow participation and gathering requirements as directed by the MHSAA, Allegan County Health Department, Michigan Department Health & Human Services (MDHHS), and/or the State of Michigan.
- To assist the health department and promote general safety, spectators at athletic events may be asked to complete a request for tickets providing their name, event, date of event, address, and current phone number.

5. Screening

Please describe how you will implement the **requirements** for screening protocols:

Wayland Union Schools will implement the requirements for screening protocols as documented in the *Return to School Roadmap* and the Allegan County Health Department Return to School Toolkit:

- During the original and Enhanced hybrid instructional model (Monday/Thursday and Tuesday/Friday cohorts) each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area.
- During the Super Hybrid (4 full days per week) and the Full Return Instructional Model (5 full days per week), each building will have a designated health room which will be outfitted with appropriate PPE including: face shields, face masks, gloves, sanitizing wipes, and log sheets.
- Each building will have an identified and trained staff person to serve as the “quarantine officer” through Phase 5 or until deemed no longer necessary by the local health department. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to find testing locations, if the parent/guardian wishes to pursue having their student tested.
- A designated person (office staff) will contact the student/family three times during each quarantine: at the beginning, at the middle, and at the end (prior to returning to school).
- In collaboration with the health department during the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a cumulative 15 minutes or more in a 24 hour period.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature.

PREPAREDNESS PLAN - PHASE 4 CONT.

5. Screening cont.

- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to their direct supervisor as well as through the district's attendance protocol. The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- In collaboration with the Allegan County Health Department, positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations through December 31, 2020. Any changes to this date will be in compliance with state and/or federal labor laws.
- During the original and Enhanced hybrid instructional model (Monday/Thursday and Tuesday/Friday cohorts) students will have their temperatures checked as they walk onto the bus each morning or as they enter the building after morning parent drop off.
- During the Super Hybrid and Full Return Instructional Models, thermometers will be available at the main entrances. Students and staff may opt to take their temperature before entering the building, with the understanding that temperatures are not the only symptom of COVID-19.

6. Testing

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

Wayland Union Schools will implement the requirements for testing protocols from the Return to School Roadmap and the Allegan County Health Department COVID-19 Return to School Toolkit.

When a student reports symptoms of COVID-19, parents will be contacted and instructed to call their health care provider, or to follow up with a local clinic or urgent care center. The parent or guardian can also call 2-1-1 or go to www.mi.gov/coronavirustest to find the closest location to have the student tested for COVID-19.

Staff with symptoms of COVID-19 will also be advised to follow up with their healthcare provider for testing for COVID-19. WUS' Human Resources will follow-up with tracing contacts as needed through the building administrator.

When a staff member reports symptoms of COVID-19, the staff member will contact their physician and will abide by the physician's direction of action to include, if directed, calling 2-1-1 or go to www.mi.gov/coronavirustest to find the closest location to be tested for COVID-19. Staff with symptoms of COVID-19 will also be advised to follow up with their healthcare provider for testing for COVID-19. Staff members will follow previously established absence protocols. Human Resources will direct staff members as to next steps.

If a staff or student is confirmed positive for COVID-19, they will not be permitted to return to school and/or participate in school events for a period up to 14 days and/or as directed by the Allegan County Health Department.

PREPAREDNESS PLAN - PHASE 4 CONT.

7. Busing and Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols.

Wayland Union Schools will implement the requirements for busing and student transportation protocols:

- The district's Transportation Department will receive a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School Road Map.
- A weekly meeting will be held with the district transportation supervisor to review the criteria required for Phase IV and/or local school district data and guidance provided by the Allegan Health Department or the State Health Department and discuss concerns or issues arising.
- A breakdown of the aforementioned items will be presented in all Request for Proposals (RFP's) to the contracting companies to ensure that they can comply with the items required.
- Notifications will alert all parents/guardians/students of the requirement to wear a face mask on the bus unless medically unable to do so.
- Hand sanitizer and supplies will be braced/mounted/accessible at the entrance of each bus.
- An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.
- Buses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of two weeks.
- Face masks will be available at the entrance of the bus in the event that a student forgets their mask at home.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be provided for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.
- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

PREPAREDNESS PLAN - PHASE 5

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.

During Phase 5 of the Michigan Safe Start Plan, Wayland Union Schools will continue to follow the required protocols as written in the MI Safe Schools: Michigan's 2020-2021 Return to School Roadmap and follow guidelines established by the Allegan County Health Department.

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.

During Phase 5, Wayland Union Schools will follow all of the following strongly recommended protocols from the Return to School Roadmap: Personal Protective Equipment; Hygiene; Spacing, Movement, & Access; Screening Students, Staff, and Guests; Testing Protocols for Students & Staff and Responding to Positive Cases; Responding to Positive Tests Among Staff and Students; Food Service, Gathering, & Extracurricular Activities; Athletics; Busing & Student Transportation; and Medically Vulnerable Students and Staff.

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.

During Phase 5, Wayland Union Schools will not follow all strongly recommended protocols from the Return to School Roadmap: Cleaning. The district will not be able to clean frequently touched surfaces including lights, doors, benches, and bathrooms every four hours. These frequently touched surfaces will be cleaned on their typical schedule. Additional cleaning would depend on the amount of students in the building and on the availability of staff given the staff shortages and/or absences due to COVID-19.

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 strongly recommended for any of the categories above in **Phase 4**.

During the hybrid model in Phase 4, Wayland Union Schools will follow all of the strongly recommended protocols in the Return to School Roadmap.

During the Super Hybrid or Full Return Schedule in Phase 4, Wayland Union Schools will follow these highly recommended protocols: Personal Protective Equipment; Hygiene; Screening Students and Staff; Testing Protocols for Students and Staff and Responding to Positive Cases; Responding to Positive Tests Among Staff and Students; Food Service, Gathering, and Extracurricular Activities; Athletics; Medically Vulnerable Students and Staff Busing and Student Transportation; Governance; Instruction; Communication & Family Supports; Professional Learning; Instruction; Facilities; Budget, Food Service, Enrollment & Staffing; and Technology.

During the Super Hybrid or Full Return Schedule, Wayland Union Schools will not follow the these highly recommended protocols: Spacing, Movement, & Access (Students will be spaced to the level afforded by the square footage of each classroom); Cleaning (Frequently touched surfaces will not undergo cleaning every four hours due the high number of students within the building and due to the availability of staff given the staff shortages and/or absences due to COVID-19. Frequently touched surfaces will be cleaned following our typical schedule, any additional cleaning would be dependent on staff availability.

PREPAREDNESS & RESPONSE PLAN

Communication Protocol:

Wayland Union Schools will follow minimum communication requirements from MDHHS, Allegan County Health Department and/or State of Michigan. As of October 12, 2020, under MDHHS Order, Allegan County Health Department is required to report any confirmed positive COVID-19 connected to Wayland Union Schools within 24 hours. Local school districts, including WUS, are required to post notice on its website (i.e., a highly visible location) within 24 hours thereafter. This minimum guidance may change within the length of this document. WUS will always default to requirements set forth by MDHHS, Allegan County Health Department and/or State of Michigan.

WUS will send a notice to all district staff and parents when a confirmed positive case has been identified within the school district.

As a workplace safety precaution, WUS staff will receive a notice of a confirmed positive case within their assigned building due to possible workplace exposure.

Individual parents and/or staff members will be notified in writing if they've been identified as a close contact (defined as proximity of six feet or less for a cumulative of 15 minutes or longer in a 24 hour period).

District COVID-19 Safety Officer:

- Mrs. Pat Velie, Assistant Superintendent of Finance and Operations, with support of Mr. John Huyck, Director of Building & Grounds and a contracted school nurse.
- District COVID-19 Instructional Officer: Mrs. Teresa Fulk, Assistant Superintendent of Instruction
- Overall oversight of COVID-19 Process and Procedures: Dr. Christina Hinds, Superintendent

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

Original date: Monday, August 10, 2020

Date revised: Monday, October 26, 2020

Date BOE approved: Monday, November 9, 2020