

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Capital Area Community Services

Address of District: 101 E. Willow St., Lansing, MI 48906

District Code Number:

Web Address of the District: www.cacsheadstart.org

Name of Intermediate School District: Ingham Intermediate School District, Eaton RESD, Clinton RESD, Shiawassee RESD

Name of Authorizing Body (if applicable): CACS Board of Directors

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:

- 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*.
 - 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.

Head Start:

- Ensure that all domains are covered during weekly learning activities in the areas of developmental, social/emotional, physical, language/literacy, math, and cognitive.
- Remote learning must be planned for 4 days of learning activities with a teacher for no longer than 1 hour total each day.
- Each lesson should be approximately 10 minutes long.
- Teachers will have a morning session and an afternoon session.
- All lessons will be recorded and available for parents
- Parents choose a session that works best for their child. If no session works, they will utilize Seesaw Classroom to listen to lessons and complete lessons on their own.
- Mix activities between interactive and individual activities
- Children will receive a bag of school supplies including markers, crayons, glue sticks, blocks, ball, book, white boards, stringing beads, paper, scissors, pencil, notepad and tablet with internet access if needed.
- Daily lessons each day will include:
 - *Read Aloud
 - *Large group
 - *Small group
 - *Math & Science
 - *Literacy/Language
 - *Large Motor (movement)
 - *Al's Pals (2x's weekly)
- Remote learning will be accomplished using an online platform.
- Teaching staff will develop lesson plans that include individualization for each child.
- Utilize TSG activities, intentionally adapting activities to what the parents have available in their homes.
- Alternate capturing TSG notes throughout the learning sessions.
- Invite parent to sign up for the TSG Family App in order to share activities and have two-way communication with parent, including feedback, messages, and pictures for documentation.
- Additional posting resources could be YouTube videos, Remind, Classtag, email, Facebook, text, phone calls, etc.
- All social media uses should have private settings accessible to only enrolled families, and their assigned support team.
- Ensure compliance with IEP process including monthly contact with special ed service providers. Invite the therapist to join Zoom meeting if you have children with IEP.
- Attendance will be taken daily.

Early Head Start

- All staff should set regular office hours daily so parents can connect if they have questions or

- 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:
 - **Face coverings** (p. 22)
 - 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:
 - All staff and all students in grades preK-12 when on a school bus.
 - All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - All staff when in classrooms.
 - All students in grades 6 and up when in classrooms.
 - 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.

When CACS Preschool Head Start resumes face to face instruction, staff and children will wear masks when on the bus, in hallways and common areas, and when staff are unable to social distance from a child.

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

We will reinforce regular health and safety practices with children and staff and continue to comply with licensing regulations and CDC hand washing guidelines as follows:

- Staff and children will wash hands often with soap and water for at least 20 seconds.
- Soap and water are the best option, especially if hands are visibly dirty. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Staff and children should cover all surfaces of their hands with hand sanitizer, rubbing them together until they feel dry.
- Staff should assist children with hand washing (especially infants who cannot wash hands alone) and use of hand sanitizer to ensure proper use and prevent ingestion.
- Staff and children (with frequent reminders and support) will cover coughs and sneezes with a tissue or sleeve and wash hands immediately after.
- Wearing gloves does not replace appropriate hand hygiene.
- Hand hygiene is especially important after blowing one's nose, going to the bathroom, before eating or preparing food (or helping children do any of these actions).

- **Cleaning**

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

Cleaning and Disinfecting Surfaces:

We will engage in the following cleaning and disinfecting practices in accordance with CDC recommendations:

- Daily cleaning/disinfecting of high-touch surfaces (e.g., sinks, toilets, light switches, door knobs, counter and tabletops, chairs).
- Normal routine cleaning of outdoor spaces, with special attention to high-touch plastic/metal surfaces (e.g., grab bars, railings).
- Regular cleaning of electronics (e.g., keyboards, parent/staff check-in kiosks) according to manufacturer's instructions.
- Ensuring staff wear disposable gloves to perform cleaning, disinfecting, laundry, and trash pick-up, followed by hand washing.
- Cleaning dirty surfaces using detergent or soap and water prior to disinfection.
- Keeping cleaning products secure and out of reach of children, avoiding use near children, and ensuring proper ventilation during use to prevent inhalation of toxic fumes.
- Use of CDC-recommended disinfectants such as EPA-registered household disinfectants, diluted bleach solution, and/or alcohol solutions with at least 70% alcohol

Cleaning and Disinfecting Toys:

We will engage in the following best practices to clean and disinfect toys:

- We will clean toys frequently, especially items that have been in a child's mouth.
- We will set aside toys that need to be cleaned (e.g., out of children's reach in a dish pan with soapy water or separate container marked for "soiled toys").
- We will clean toys with soapy water, rinse them, sanitize them with an EPA-registered disinfectant, rinse again, and air-dry.
- We will clean toys in a dishwasher.

- **Athletics**

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

N/A

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

Screening Families & Staff for COVID-19 Symptoms and Exposure

Upon arrival to the program, staff and families are required to report if they or anyone in their household:

- have received positive COVID-19 results;
- been in close contact with someone who has COVID-19; and/or
- have experienced symptoms such as persistent cough, fever, difficulty breathing, chills, change in smell or taste, diarrhea, and/or vomiting.

The procedures we will use to screen children/families for symptoms and exposure include:

- Staff responsible for screening children will wash their hands, wear a face mask, and disposable gloves.
- Upon arrival, parents will call the designated phone number to announce their arrival at the center. Parent and child will wait in their vehicle for a staff person to arrive car side and complete the Child-COVID-19 Questionnaire.
- Staff will take the child's temperature. If the temperature is 100.4 or above, the child may not stay and cannot return for at least 72 hours with no fever (this is three full days of no fever without use of medicine that reduces fever) AND other symptoms have improved AND at least 7 days have passed since symptoms first appeared. Thermometers and screening areas will be disinfected between users.
- If the parent answers yes to any of the questions, the child will automatically be denied for:
 - 14 days if they have had close contact with a diagnosed case of COVID-19
- Staff will take child to their classroom. Classroom staff will have child immediately wash their hands and will complete the AM Daily Health Check. A second visual check will take place in the afternoon.
- Staff will wash hands or use hand sanitizer after each child check-in.

Daily Temperature Checks

As fever is the key indicator of COVID-19 in children, we will check each child's temperature upon daily arrival to the program. Staff will also be asked to take their own temperatures upon arrival to work. Staff will re-check children's temperatures throughout the day if they appear ill or "not themselves" (e.g., flushed cheeks, rapid or difficulty breathing without recent physical activity, fatigue, or extreme fussiness).

When children arrive to the program, temperature checks will occur

- before children enter the building.
- as they enter the bus/van.

Each site will have designated staff to complete the daily temperature checks.

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

Responding to Symptoms and Confirmed Cases of COVID-19

Responding to COVID-19 Symptoms On-Site

If a child has a temperature above 100.4 degrees and/or symptoms such as persistent cough, difficulty breathing, chills, diarrhea, or vomiting, they will be sent home immediately with the recommendation to contact their primary care physician/medical provider. If anyone shows emergency warning signs (e.g., trouble breathing, persistent pain/pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face), we will seek medical care immediately.

If a child develops symptoms during care hours:

- Parents will be contacted for prompt pick-up.
- The child will be isolated from other children and as many staff as possible (the child will not be left alone).
- The child and designated staff will wait in the following safe, isolated location:

If a staff member develops symptoms during care hours:

- They will be asked to go home immediately.
- If no other caregiver is immediately available to be with children, the staff member will put on a cloth face covering (if not already on) and limit close interactions with children until they can be relieved by another staff member.
- If the ill staff member needs to be picked up or otherwise cannot leave the facility immediately, they will wait in the following safe, isolated location:

- **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).

Transportation

We will use the following CDC-recommended practices to ensure the safety of children and staff during transportation:

- We will limit non-essential work-related travel and have staff participate in training and technical assistance virtually whenever possible.
- If travel is necessary (e.g., picking up/dropping off children), vehicles will be modified to allow for social distancing (e.g., roping off seats that should not be used).
- We will take the temperature of all children and staff members as they enter the vehicle.
- Cloth face coverings should be worn by everyone in the vehicle to the extent possible.
- We will clean commonly touched surfaces in vehicles between transporting passengers (e.g., seats, arm rests, door handles, seat belt buckles, etc.) with appropriate cleaning products if visibly dirty followed by disinfectant.
- Staff will use disposable gloves while performing cleaning and disinfecting and leave doors and windows open for ventilation.

- **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.**

CACS Head Start will move to reduced classroom sizes, half day sessions, 4 days per week following the guidance of LARA and CDC.

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*.

We will continue to follow recommendations from the CDC, LARA, Caring for our Children, and local Health Departments.

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*.

We will continue all protocols during the transition to Phase 5.

- 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**.

No we do not plan to exclude any protocols
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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:

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:

Date Submitted to State Superintendent and State Treasurer: