
Camden-Frontier Schools

COVID-19 Preparedness & Response Plan

Executive Order 2020-142 Compliant

Camden-Frontier Schools

4971 W. Montgomery Road
Camden, Michigan 49232

Hillsdale County Intermediate School District

District 30010

Camden-Frontier Schools

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.

Camden Frontier COVID-19 Preparedness Plan

Camden-Frontier Schools has developed the following 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.

The plan that follows is submitted In accordance with Executive Order 2020-142.

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- 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.

District and Building Implementation Plan:

All Camden-Frontier students, including those enrolled originally in in-person instruction, as well as those enrolled in the online program, will be supplied with a Chromebook (grades 4-12) or iPad (grades K-12). The district is also offering assistance with internet service to eligible families. The Phase 1-2-3 online model will be coordinated by Camden-Frontier staff with mandated reliance on numerous newly acquired online learning platforms including Edgenuity K-12, Imagine Literacy, Mystery Science, United Streaming, Renaissance Learning K-8, Scholastic News, Time for Kids plus traditional communication platforms including Google Classroom. Extensive staff training has been obtained for Edgenuity, a comprehensive K-12 platform. If households are unable to obtain internet service for geographic reasons, weekly hardcopy packets will be provided along with access to all necessary and appropriate supplies including textbooks and resource materials. Student in the online program will not be penalized for an inability to fully participate if parental communication is maintained on a weekly basis and parents/guardians work cooperatively with school personnel to eliminate barriers to instruction.

Certified personnel in grades K-12 will have primary responsibility for online instructional delivery with support from the administration and other support personnel. Teachers will be in contact with students on a regular weekly basis or more often as needed. Communication will be multilateral and two-way involving both the student and parents/guardians. Both

synchronous and asynchronous modes of communication will be employed (phone calls, emails, virtual meetings and lessons; online lessons, videos, recorded lectures, etc.). Lessons will be differentiated and individualized to the degree necessary and appropriate.

Certified staff members will assess online student learning via numerous matrices including online platform time-on-task dashboards, work complete and work mastered, formative assessments, real-time discussions and checks for understanding and more. A series of academic interventions will be established to remediate academic concerns early including increased one-on-one time with staff, additional support resources and/or assignment to a peer-study group.

Career and Technical Education students will have access to aligned virtual content via Edgenuity in addition to support from C-F and CTC certified staff members. Additional resources for success will be provided as necessary.

Dual enrolled students will continue in that program with adaptations made for virtual gatherings when necessary. Additional staff assistance and resources will be provided as necessary.

Camden-Frontier is committed to a comprehensive educational experience for all students - both in-person and virtual. Should we move to Phase 1-2-3, we will continue social/emotional outreach to our students and families throughout the 2020-21 school year using virtual meetings, social media and other avenues to help detect and assist students in need. The district has completed a comprehensive mental health survey of households to assist in program planning in this area by our counseling and 31N staff. Additional stakeholder feedback in this ever-changing environment will require adaptation on our part throughout the semester, a responsibility we place high value on.

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.

District and Building Implementation Plan:

- Camden-Frontier has been communicating student and staff expectations regarding face coverings since early July via parent communications and stakeholder surveys. We will continue to widely disseminate this information via all school communication

including electronic newsletters, websites, social media and handbooks.

- Parents/guardians will be required to complete a mask requirement acknowledgement form during the in-person enrollment process. Additional educational information will be made available at that time.
- New signage throughout campus will reiterate the mask requirement.
- Students and staff seeking a medical exemption to the mask requirement will be required to obtain a waiver from a physician.
- Students and staff with an exemption will be issued a waiver card to document the exemption
- All students will be provided with face coverings on demand.
- Staff has been surveyed about their face covering preferences and sufficient quantities have been ordered.
- Additional trash receptacles have been acquired for safe disposal of used face coverings on a daily basis; procedures have been developed for the safe handling of these receptacles with our custodial staff
- Reusable face coverings will be cleaned at least once daily
- Students forgetting to wear their face covering or wearing it incorrectly will be immediately but discreetly corrected by a staff member; repeated instances will result in an administrative referral.
- Students refusing to wear a mask will be discreetly addressed; continued refusal will result in administrative referral. All administrative referrals will result in contact of the parent/guardian and possible removal from school for the remainder of the day. Repeated instances of non-compliance may result in temporary transfer to the online program.
- All staff are required to comply with face covering rules at all times. Repeated failure or refusal to do so will result in administrative action and possible progressive disciplinary measures.
- Any parents, guardians, vendors, contractors, delivery or other personnel in the building will also be required to comply by all Phase 4 mask requirements. Failure to do so will result in removal from the building and campus by an administrator.
- All questions or ambiguities that may arise in this area during day-to-day operations should be immediately addressed to an administrator.

2. Hygiene

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

District and Building Implementation Plan:

- Staff professional development prior to the start of school will include hand hygiene and cough/sneeze safety.
- In-person instruction will begin on September 8 with intensive and deliberative personal hygiene/hand-hygiene/cough/sneeze lessons for all students in grades K-12.
- New signage in all restrooms and common areas will encourage and educate students about hand hygiene and cough/sneeze safety.
- All classrooms will be equipped with sanitizing wipes for staff and student use as well

as once-per-hour surface cleanings

- Staff members will be encouraged to provide additional sanitizing of high-contact surfaces throughout the day including counter tops, doorknobs, etc.
- All classrooms will be supplied with hand sanitizer
- All classrooms will be stocked with a supply of extra age-appropriate masks, gloves, hand sanitizer and disinfectant.
- All classrooms will be supplied with hand hygiene signage
- Camden-Frontier is limited from-home supply requests for 2020-21 and will minimize supply sharing in the classrooms

3. Cleaning

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

District and Building Implementation Plan:

- The superintendent and custodial/maintenance supervisor are responsible for the effective cleaning and disinfecting of all District buildings and grounds in compliance with the MI Safe Schools Roadmap.
- The District began to order and stockpile cleaning supplies in March 2020. A continuous inventory of all PPE and cleaning materials will be maintained by the custodial/maintenance supervisor throughout the fall. Proactive ordering will continue to occur to ensure adequate supplies of all critical materials.
- All classrooms will be equipped with sanitizing wipes for staff and student use as well as once-per-hour surface cleanings.
- All classrooms will be stocked with extra clean, age-appropriate masks, gloves, hand sanitizer and disinfectant.
- Daytime custodial staff will establish a schedule for disinfecting high-volume areas of the building throughout the day including bathroom fixtures and counters, doorknobs and push bars, etc.
- Staff members will be encouraged to provide additional sanitizing of high-contact surfaces in their classrooms and offices throughout the day including counter tops, doorknobs, etc.
- All playground equipment will be cleaned once per day.
- All shared athletic equipment will be cleaned after every use.
- The District has purchased an aerosolizing disinfection device with an electrostatic dispenser which can sanitize every surface in a classroom within minutes. This device will be used nightly in all classrooms. A second model has been ordered.
- The custodial/maintenance supervisor will be responsible for the safe and correct use and storage of all cleaning materials and solutions.
- Staff must wear gloves, face coverings and face shields when performing all cleaning activities.

4. Athletics

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

District and Building Implementation Plan:

- Camden-Frontier will comply with all guidance published by the Michigan High School Athletic Association.
- Students, staff and coaches will use proper hand hygiene techniques before and after every practice, event or gathering.
- All participants and their parents/guardians will be educated about the symptoms of COVID-19 and no-touch infrared temperature checks will be conducted at the start of every practice, event or gathering.
- All equipment will be disinfected after every practice, event or gathering.
- Spectators will be permitted at competitions in a manner consistent with MHSAA guidelines.
- Indoor weight training is suspended until guidance from the MHSAA changes on this subject.
- No large scale indoor events will occur until guidance from the MHSAA changes on this subject.

5. Screening

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

District and Building Implementation Plan:

- All Camden-Frontier stakeholders will be educated about the symptoms of COVID-19 prior to the first day of school and in an on-going manner through the school year.
- Daily morning self-screening will be encouraged on the part of all parents and staff.
- Staff professional development prior to the start of school will include symptoms and signs of COVID-19 infection.
- In-person instruction will begin on September 8 with intensive and deliberative lessons on COVID-19 symptoms for all students in grades K-12.
- No-touch infrared thermometers have been acquired for each administrative office; each bus is also equipped with a no-touch thermometer for use upon request or suspicion of an infected child. All support personnel and bus drivers will receive additional training on COVID-19 symptoms and procedures for screening students in a discreet and collaborative way.
- Each office - elementary and secondary - will be a designated quarantine space for potentially infected students or staff.
- Each building level administrator will be designated as a “quarantine officer”; no other personnel will be empowered to temporarily quarantine students although consent of the administrator can be obtained without him/her being present.
- Quarantine officer duties shall take precedence over all other administrative duties.
- If a child is placed in quarantine, the quarantine officer or his/her designee will provide constant supervision until the child is removed from campus. The start and end time

of the quarantine must be memorialized in writing.

- If a child is placed in quarantine, the parents/guardians will be contacted immediately in order to remove the child from campus.
- Parents/guardians of potentially infected children will be provided with information about testing sites in the community at the time the child is picked-up.
- The administrator or his/her designee must receive and verify negative test results for any potentially infected student prior to his/her return to school.
- The quarantine officer will assist the child in self-identifying the location and individuals they've come into contact with over the last 48 hours. This information will be provided to the County Health Department.
- The County Health Department will be contacted immediately after the parents/guardians to assist with contact tracing and notification of impacted individuals.
- The Camden-Frontier staff will, at all times, seek to maintain the privacy and confidentiality of all student medical information. The process of quarantining a student will be managed with the utmost of discretion and respect.
- Documented exposure or positive test results to COVID-19 for staff 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. Staff may still be asked to work from home and zoom into meetings or classrooms if able.
 - If a staff member is notified by the health dept that they may have been exposed to COVID-19, staff must provide documentation to the District, and quarantine for 14 days.

6. Testing

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

District and Building Implementation Plan:

- The District will follow the guidance of the local public health department regarding protocols for screening and testing students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school should be quarantined, wear a mask and must be picked up immediately by their parent or guardian, emergency contact, or transported by ambulance if clinically unstable. It is recommended they are transported to a testing site.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and leave the campus immediately. It is recommended they go to a testing site.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Staff will be trained confidentiality requirements relating to COVID-19

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).

District and Building Implementation Plan:

- The lead bus driver will meet with the leadership team on a weekly basis to review safety and sanitizing protocols as well as any procedural or operational challenges that are on-going.
- Signage will be added to all buses emphasizing mask wearing and remaining seated with hands to one's self.
- All riders including the driver will be required to wear a face covering if medically permissible
- Hand sanitizer will be stationed on each bus with all riders required to apply upon entering the bus.
- Each bus will be equipped with a no-touch infrared thermometers for use upon request by parents or guardians.
- Buses will be sanitized by the lead driver and/or custodial/maintenance staff after each transit route. Children will not be present during the cleaning and sanitizing process.
- High-touch surfaces will be cleaned as often as practical during bus use.
- All car seats will be cleaned and sanitized daily.
- School transportation will not be used for potentially sick children; they must be transported home by a parent/guardian.
- Shielding will be installed to protect the driver.
- Extra face masks, hand sanitizer and other supplies will be maintained on the bus.
- Garbage receptacles will be located near the entrance of every bus; procedures for the safe disposal of its contents and daily sanitization will be established.
- Windows will be kept open when possible during operation and cleaning of the bus.
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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.

Camden-Frontier Schools will continue to follow the protocols outlined above. The District's contingency planning committee will monitor and adjust our approach based on countywide data as well as new guidance from the state as we enter Phase 5.

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*.

Camden-Frontier Schools will continue to follow the protocols outlined above. The District's contingency planning committee will monitor and adjust our approach based on countywide data as well as new guidance from the state as we enter Phase 5.

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*.

Camden-Frontier Schools will continue to follow the protocols outlined above. The District's contingency planning committee will monitor and adjust our approach based on countywide data as well as new guidance from the state as we enter Phase 5.

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**.

Camden-Frontier Schools does not anticipate excluding any highly recommended protocols under Phase 4 except the following:

-Facial coverings should be considered for K-5 students and students with special needs in classrooms.

-Facial coverings should be considered for preK students and students with special needs in hallways and common areas.

-Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.

Name of District Leader Submitting Plan: Kevin Kelly, Superintendent

Date Received by the ISD: August 14, 2020

Date Submitted to State Superintendent and State Treasurer: