

Fruitport Community Schools

3255 E. Pontaluna Rd.

Fruitport, MI 49415

231.865.4100

COVID-19 Preparedness and Response Plan



Revised 7/10/2020

COVID-19

Preparedness and Response Plan



(Executive Order 2020-142 District Preparedness Plan Template)

Revised 7:00AM
07/10/20

Name of District: Fruitport Community Schools

Address of District: 3255 Pontaluna Rd, Fruitport, MI 49415

District Code Number: 61080

Web Address of the District: www.fruitportschools.net

Name of Intermediate School District: Muskegon Area Intermediate School District

Name of Authorizing Body (if applicable): NA

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



Fruitport Community Schools 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.

Remote learning will occur under the auspices of each student’s classroom teacher through the use of learning platforms such as Google Classroom or SeeSaw depending upon the grade-level and needs of the particular curriculum being taught. The district curriculum will be modified to allow for remote instruction to take place with an emphasis on the most important aspects of the curriculum to ensure success within said curriculum once the pandemic has passed. Students without internet or technology will be provided chromebooks with a data plan for internet access as appropriate. School, of course, will be closed and teachers will teach remotely from their homes just as students will learn from their homes. A plan for meals distribution will follow the plan implemented during the spring of 2020. Email will be used to communicate with students and Google Meet and/or Zoom may be used for synchronous learning. Social/emotional health screeners will be distributed to students through their classroom teacher. Communications with parents, including the social/emotional health screener, will be sent via SchoolMessenger. Resources and supports will be compiled on the district website.

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

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

The following information on face coverings will be shared through parent communications, all handbooks, the district website, and all student and staff orientations. Parents will acknowledge their understanding of district facial covering expectations when they sign the handbook form which indicates they have read and understand the information the handbook contains.

All staff and K-12 students will be required to wear a face covering on school buses and when at school with the following exceptions:

- When eating meals.
- Staff when alone in their classroom or office. The mask must go back on when another person enters the respective space.
- Medical documentation is on file indicating that the student or staff person cannot medically tolerate wearing a face covering. Any staff member or student that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
- During scheduled “mask breaks” for elementary students which must include social distancing.
- Students in some specific classes such as band, choir, and PE are not required to wear a mask so long as they are social distancing, unless otherwise directed by the county health department or Governor’s office.

Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. K-5 and special education teachers should consider wearing clear masks. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day.

Disposable masks will be provided if needed, but both staff and students are encouraged to wear their own face coverings to help cut down on costs.

Signage will be installed throughout the district on proper use of face coverings.

The district will incorporate the teaching of wearing face coverings as part of each building’s overall PBIS instructional program. Students who are non-compliant in either refusing to wear a face covering or are wearing a face covering in conflict with the building’s dress code will be dealt with through normal disciplinary channels which may include removal from school and a transfer to the virtual learning program.

2. Hygiene

Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap*.

- Hand sanitizers will be purchased for every classroom and common space (for example: cafeteria, computer labs, and gyms).
- Teachers in all buildings will have students use the hand sanitizers at the beginning of each class or every time students enter the classroom from a common space.
- All buildings will include videos and/or demonstration of proper hand washing when they are teaching their Tier 1 PBIS expectations.
- Videos and signage will be shown to all students on etiquette for coughing, sneezing, and blowing your nose.
- The maintenance department will set up a systematic schedule for refilling the soap and hand sanitizers.
- Elementary teachers will schedule time to have their students wash their hands after every recess and before lunch and snack.
- Teachers will limit the sharing of items by assigning items to children or giving items away to students who need them. If items must be shared, sanitizing materials will be provided to teachers to clean the items between each use.
- Proper hygiene strategies will be communicated with parents who will be asked to reinforce district teaching on proper hygiene strategies to mitigate spread of the coronavirus.

3. Spacing, Movement, Access

Please describe how you will implement the **requirements** for spacing, movement, and access protocols from the *Return to School Roadmap*.

- Desks/tables in secondary buildings will be arranged so they all face the front of the classroom and allow for 6' of social distancing. Desks/tables in elementary schools will be arranged so they also face the front of the classroom and will allow for as much social distancing as possible with a goal of at least 4' between students.
- Signage will be posted throughout the building including restrooms reminding staff and students of the social distancing requirement.
- Restroom sinks will be disabled and marked out of order if they are closer than 3 feet.
- Family members or other guests are not allowed in the school building except under extenuating circumstances as determined by the building principal.
- Signage will be posted to indicate proper social distancing.
- Floor tape and other markers will be used at six foot intervals for social distancing where appropriate.

3. Spacing, Movement, Access (cont.)

- Adult guests that do enter the building will be screened for symptoms, wear a facial covering, and sanitize hands prior to entering the building. Strict records including date and time, will be kept of non-school employees or other visitors entering and exiting the building.
- Only in rare cases with building principal permission will visitors be allowed to enter the building. They must check in at the office and wear a facial covering. Plexiglas will be installed in each building office for additional protection of clerical staff. Visitors must sign in and out for the purposes of contact tracing should that be necessary.
- The following is building specific in regards to arrival and dismissal procedures:
 - ⇒ Beach Elementary will maintain current arrival and dismissal procedures.
 - ⇒ Edgewood Elementary students arriving on a school bus will be transferred from the bus directly to their meal location for breakfast through one point of entry with the exception of 5th grade students who will stay on the playground until school starts where they will eat their breakfast in their classroom. For dismissal, students that use bus transportation home will be released by class to the bus loop. K-2 students picked up by parents will go to their breakfast location and released to their parents from there while 3-5 students will report to the gym and released from there out the gym's exterior door. Parents who pick up their children will use the school drive that runs parallel to Pontaluna Rd. Staff will be available to assist with student dismissal for those picked up by their parents.
 - ⇒ Shettler Elementary students will maintain current procedures for arrival and dismissal. Social distancing stickers will be used to help students monitor their proximity to other students. Students will report to their designated location to start the day with breakfast.
 - ⇒ Fruitport Middle School students, upon arrival, will grab their breakfast and proceed directly to their grade level designated area (Auditorium, Lower Auditorium, and Upper Gymnasium).
 - ⇒ Fruitport High School students, upon arrival, will grab their breakfast if applicable, and proceed to their designated areas as determined by the High School principal.

4. Cleaning

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

- The district will ensure there is custodial support throughout the school day in every building.
- Teachers will be given the necessary materials and training to sanitize desks and high touch areas within their classrooms after each class period in the secondary schools, and after each specials class in the elementary schools.
- The district will ensure that the contracted cleaning company is aware of, trains cleaning staff, and utilizes all necessary supplies and equipment to properly maintain levels of sanitization that minimally meet industrial standards given this pandemic. This includes use of an EPA-approved disinfectant to disinfect frequently touched surfaces including light switches, doors, benches, bathrooms which must be done every 4 hours.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period as done by the teacher and/or appropriate paraprofessional.
- Secondary students will wipe down their desks with provided disinfection wipes at the end of every class period.
- Custodial staff must wear gloves, facial covering and a face shield when performing all cleaning activities.

5. Athletics

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

- The district will follow MHSAA guidelines for all MHSAA sanctioned sports unless those guidelines are superseded by executive order.
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment will be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention will be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.

5. Athletics (cont.)

- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large school outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

6. Screening

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

- Students will be screened daily by parents using the screening tool provided by the county health department. When signing the student handbook signature page, parents acknowledge their understanding of the screening tool and their obligation to screen their students on a daily basis. They agree to keep their students home should that be necessary per this screening procedure.
- Staff will self-screen on a daily basis through the use of a screener that is connected to a QR code within their respective school building. They are required to go home if there are any concerns with their screening protocol.
- Each building will designate a quarantine area in the event of student illness during the school day that could possibly be linked to the coronavirus. The building principal or designee will serve as the “quarantine officer” and will make the safety of both the student in question and surrounding individuals the priority until the student can be removed from the building. The student in the quarantine area will have constant monitoring which will be done safely through the use of social distancing and proper use of PPE until removed from the building. Once the student has left the building, thorough sanitization of the isolation area will take place. A log sheet of the incident including student contacts and time of event shall be recorded and kept on file within the building’s office.
- While the student is in the quarantine area, he/she 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 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 sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

6. Screening (cont.)

- Both staff and students who show signs of illness that could be linked to the coronavirus will be required to leave the building as soon as practicable and should minimize any chance for exposure to other staff and students. In the instance of student illness, parents will be notified immediately.
- The district will follow all quarantine protocols and procedures listed by the Muskegon County Health Department in the event of a positive COVID-19 test or an immediate exposure to someone infected with the coronavirus.
- Office staff will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the QR code screening system which collects data on a Google Form. The building secretary will review the Google Form daily and follow up with any symptomatic person to direct where, when, and how to get tested and report those results back to the school as soon as available.
- Positive tests for staff members will result in a required isolation away from school for the amount of time indicated by the health department. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

7. Testing

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

- The district will cooperate with the local health department regarding implementing protocols for screening of students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school must wear a mask and be transported for off-site testing.
- 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.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID—19.

8. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap*.

- Hand sanitizing dispensers will be installed on all buses near the main entrance to the bus. All students are required to use hand sanitizer upon entering the bus.
- All students and staff will wear face masks when on a bus unless there is an issue of documented medical intolerance. Additional PPE may be required for some special needs buses as determined by the disability of particular students.
- The front seats of buses will be left open for non-compliant students.
- In the unfortunate instance of a non-compliant student who refuses to wear a face mask, they will not be left at the bus stop, but will be transported to school while sitting in the front seat of the bus and the building administration will be notified for potential discipline.
- One district vehicle has been outfitted with Plexiglas in the event a sick student needs to be transported home.
- Weather permitting, bus windows will remain open.
- After each run the bus will be sanitized. Bus drivers and associated personnel will be trained in the disinfection of buses. This includes any equipment on the bus used to help transport students.
- Disposable face masks will be available on each bus should a student forget to wear one prior to being transported.

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*.

The district will work with the Muskegon County Health Department to determine which COVID-19 mitigation strategies can be relaxed to safely maintain what would be the positive trendline regarding reduced positive cases of the virus that would be evident in order for our region to go to 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*.

Those decisions will be made in conjunction with the Muskegon County Health Department.

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.

Those decisions will be made in conjunction with the Muskegon County Health Department.

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**.

No, they do not plan to exclude protocols.

What follows are additional elements to the Fruitport Community Schools COVID-19 Preparedness and Response Plan not found in the preparedness plan required for state submission. These matters pertain primarily to **Phase 4**.

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

- The district will cooperate with the local health department if a confirmed case of COVID-19 is identified, and in particular, will collect the contact information for any close contacts of the affected individual from two days before he/she showed symptoms to the time when he/she was last present at the school.
- The district will notify the health department, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with ADA and other applicable federal and state privacy laws. The health department will initiate contact tracing outside of the school. The district will work with the health department to do contact tracing within the school. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. The health department will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear facial covering, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

MEDICALLY VULNERABLE STUDENTS AND STAFF

- All students will be identified that have health care plans, IEPs, IFSPs, and 504 plans.
- Knowledgeable staff (i.e. special education ancillary staff, special education teachers) will review plans to identify those that require additional accommodations related to COVID-19. For example, there are exemptions to wearing face coverings for students with certain conditions. Update plans as needed.
- Any staff member identifying as medically vulnerable will be required to schedule a meeting with the superintendent no later than August 14 to discuss options for reasonable accommodation and consideration for the ability to “teach from home” by supporting students who have elected for 100% remote learning.

FOOD SERVICE

All students will wear masks into the cafeteria, but will take them off when eating. Social distancing will be maximized as much as possible with table/chair distribution and designated seating arrangements. Additional seating will be procured and made available to the extent they can be purchased. All Food Service employees will wear proper PPE in accordance with CDC guidelines. Students should eat meals in outdoor areas if practicable. Food service staff will sanitize the eating area after meal times. The following are procedures and protocols for each building:

- Beach Elementary – Morning routines will stay the same (bus drop off on one side of building with parent drop off on the other side); more tables than usual will be available for breakfast and lunch to assist with maximizing the distance between students.
- Shettler Elementary – More tables will be acquired to help with maximizing the distance between students during meals. A staggered approach to classroom schedules will be attempted to further reduce the number of students eating at any one time.
- Edgewood Elementary – For breakfast, pre-K-2 students will eat in the cafeteria at normal times and at designated locations. 3-4 students will eat in the gym at designated locations. 5th grade students will stay on the playground and then eat breakfast in their classrooms. With using the gym as an additional meals space, the normal lunch schedule can be maintained while maximizing distance between students while they eat.
- Fruitport Middle School – Students will use an online ordering system in the morning through their chromebooks to select what they will have for lunch. Upon arriving to the cafeteria, they will go to the location that will serve their meal selection. From there, additional locations will be available to distance students while they eat.
- Fruitport High School – FHS will have a closed campus to reduce the possibility of COVID-19 spread. The booths, which do not allow for social distancing, will be eliminated. More tables will be available to support social distancing while students eat. Safe distance seating will be identified through the use of tape on seats. Eating will only take place in the cafeteria. Stanchions will be used to help with traffic flow in the server area to minimize person to person contact.

GATHERINGS AND EXTRACURRICULAR ACTIVITIES

- There will be no indoor assemblies held in any of our buildings. All essential presentations will be done by remote monitors in classrooms or by staff entering the room to share the needed information.
- Recess schedules will be adjusted to reduce the number of students on the playground at any one time.
- Face masks will be worn on the playground.
- Every effort by playground supervisors will be made to keep students from congregating in groups of 10 or more.
- Students will use hand sanitizer or wash their hands when returning to the classroom from the playground.
- All extracurricular activities will require face covering. School dances and events over 50 students will be temporarily discontinued and will be evaluated as we move to the next phase. All social distancing requirements will be in place, so events will be outside or in large ventilated areas.

PHASE 4 – MENTAL & SOCIAL EMOTIONAL HEALTH

- All students will be screened at the beginning of the school year using the mental health screener developed by the district Social/Emotional Support Team. Implementation of this screener will be dependent upon the age of the student group. The Social/Emotional Support Team will review the results and implement supports as necessary.
- The Social/Emotional Team will develop a plan for staff to make referrals regarding the social/emotional health of students should they observe concerning behavior.
- Each building will identify a Social/Emotional Support Team member who will be the central point person for social/emotional referrals and supports.
- The Social/Emotional Support Team will meet frequently to discuss students from a triage perspective and work collectively to identify needed supports whether they are internal or external.
- The Social/Emotional Support Team will communicate/promote resources staff can use to help them work with students from a mental health perspective.
- Periodic mental health screening will be scheduled throughout the period the district is in phase 4.
- The Social/Emotional Support Team will provide resources for staff self-care including resiliency strategies.
- Internal resources and supports will be identified in a list and put on the district website and also shared in other means of communication to both staff and parents.

PHASE 4 – INSTRUCTION GOVERNANCE

The district curriculum director has developed a team of teachers and administrators who have used feedback from stakeholders to develop the phase 4 instructional program. This instructional plan consists of two choices for families: 100% remote instruction and face-to-face instruction for elementary students and a hybrid approach for secondary students.

INSTRUCTION – 100% VIRTUAL

- The district will assign a district employed certified teacher as the teacher of record to each student enrolled in the 100% virtual instructional option.
- Students who choose this option must stay in this program for at least an entire semester. They may not leave this virtual option mid-semester to return to face-to-face instruction.
- The teacher of record will monitor student progress on a weekly basis and have at least one personal contact for each student per week to discuss progress within the virtual program.
- The teacher of record will have office hours available to students on his/her caseload to support student learning.
- Students in grades K-5 will use either Edgenuity or Edmentum as their online virtual learning program. A determination as to which program we use will be done prior to the school year beginning. Students in grades 6-12 will use Odyssey Ware for their virtual program. High school students may also take MVU courses as appropriate.

INSTRUCTION – K-5th GRADE FACE-TO-FACE INSTRUCTION

- K-5 students enrolled in face-to-face instruction will have a normal instructional program given all of the safety requirements regarding phase 4 instruction.

INSTRUCTION – 6-12th GRADE FACE-TO-FACE HYBRID INSTRUCTION

- 6-12th grade students will be placed in one of two cohorts.
- One cohort will attend face-to-face instruction on Mondays and Thursdays. The other cohort will attend face-to-face instruction on Tuesdays and Fridays.
- When not attending face-to-face instruction, students will participate in remote learning under the direction of their teachers. This includes all students on Wednesdays.
- Teachers report to work and use Wednesdays to support student learning remotely.
- Grades will be issued for this face-to-face hybrid instructional model.
- Transportation may be necessary to accommodate CTC students in this model.

PHASE 4 OPERATIONS FACILITIES

- An inventory of necessary materials and procurement sources will be maintained regarding cleaning and disinfecting supplies.
- An ongoing audit of district facilities, equipment, and furniture will be done in support of phase 4 learning.
- Guidance and related expectations will be clearly communicated with the custodial contracted service. This will include cleaning/disinfecting checklists for every space within each building.
- The cleaning contracted service will provide the district with training protocols for custodial workers.
- The cleaning contracted service will provide necessary supervision to ensure all building spaces are cleaned and disinfected to district expectations as determined by the operations director in consultation with members of the administrative team.
- The operations director will do weekly walk-throughs of every building and consult with each building administrator to ensure proper cleaning and disinfecting.

BUDGET, FOOD SERVICE, ENROLLMENT, AND STAFFING

- The superintendent will determine which staff will not return to work due to the pandemic, or who will need accommodations by August 14. Adjustments will be made to staffing to address this issue.
- The Eastern Service Unit special education staff will assess which special education students will need accommodations to meet phase 4 requirements and related expectations as identified in this document prior to the school year beginning.
- The district, under the leadership of the curriculum director, will determine which students will be enrolled in the 100% virtual option and which students will choose the face-to-face/hybrid option prior to the start of school on August 31. Staffing and resource allocation adjustments will be made accordingly.
- Local bargaining units will be engaged in negotiations regarding any needed adjustments to working conditions or other contractual obligations/matters. This includes adjustments to events such as open houses, conferences, etc.
- All student handbooks will be updated to reflect phase 4 program changes.
- All COVID-19 expenditures will be tracked for accounting purposes.

TECHNOLOGY

- Families have been surveyed to determine who needs additional technological resources in their home to support phase 4 learning. Associated technology has been inventoried and additional technology has been ordered/purchased to address this need by the district technology director.
- The technology director will be the single point of contact to support staff and families with their phase 4 technological needs.
- Protocols for disbursement and return of school issued technology has been determined and implemented accordingly.
- An inventory of district technology will be maintained by the district technology director so that current and future technological needs for phase 4 instruction are available for planning purposes.
- The technology director will provide support to families and staff regarding implementation of phase 4 learning to include use of various learning platforms.

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, 2020 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: August 12, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: https://www.fruitportschools.net/downloads/board_of_ed/

Link to the approved Plan posted on the District/PSA/nonpublic school website: _____
<https://www.fruitportschools.net/departments/administration/covid-19->

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: Bob Szymoniak, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 13, 2020

Date Submitted to State Superintendent and State Treasurer: _____