

# COVID-19 Kalamazoo Public Schools Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

**Name of District:** Kalamazoo Public Schools

**Address of District:** 1220 Howard Street

**District Code Number:** 39010

**Web Address of the District:** [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com)

**Name of Intermediate School District:** Kalamazoo Regional Educational Service Agency

**Name of Authorizing Body (if applicable):**

## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

## Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
  1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Kalamazoo Public Schools (KPS) is dedicated to ensuring the safety of all students and staff. This is the highest priority in planning. KPS will offer choices to families for student learning. Communication will continue to implement the plan and continue through the 2020-2021. This will include information on the KPS Website, language translations, robocalls, and school contacts.

Based on multiple factors, the district will offer two learning model options for the 2020-2021 school year. The factors include nine stakeholder input sessions from staff, parents, union leadership, and the community; staff, student, and parent surveys; consultation with the local health department; KPS Continuity of Learning Plan from spring 2020, and communication to the district via emails, texts, and conversations. Option 1 is the KPS Three Tier/Trimester Model of Learning is based on 1.) remote learning, 2.) hybrid in-person two days with asynchronous and synchronous lessons, and 3.) in-person all five days. It is clear the possibility exists for the three tiers to be needed in this upcoming school year. Option 2 is two virtual year long learning opportunities. Option 2a is the Kalamazoo Public Schools Virtual Learning Path (KVLP) and Option 2b is the Kalamazoo Virtual and Learning Collaborative (KVIC).

Option 1 is the KPS Three Tier/Trimester Model. The district will start Tier/Trimester I using remote learning for all PreK-12 grade students. This model will be used at this time as well as any time the region (Kalamazoo County) is in Phase 4 as well as any time the region is in Phases 1, 2, and 3. All elementary students will move to a trimester schedule to match the secondary students and keep times consistent for families. Students will have the opportunity to collect materials and resources at the beginning of the school year as well as meet their teacher(s). The first trimester runs from August 31, 2020 to November 24, 2020.

Chromebooks were distributed to all students in need during the spring of 2020. Any new students will be provided the opportunity to have a Chromebook loaned to them. The district worked with community agencies (The Kalamazoo Promise, the City of Kalamazoo Excellence Foundation, the Kalamazoo Public Library, and the Kalamazoo Foundation) to provide hotspot devices for Internet access to students in need. Surveys were conducted with

the assistance of teachers to determine which students need the devices. The Kalamazoo Public Library will distribute the hotspots on loan through the OneCard system already in existence with KPS for other reading and resource materials at the library. Additional support will come from established community agencies (Communities In School, KydNet, Kalamazoo Regional Educational Service Agency, and Western Michigan University).

The goal is to provide multiple orientation sessions for students, staff, and families prior to the start of the school as well as during the school year. Several community agencies have offered to assist with parent and student support such as Goodwill Industries, Gryphon Place, SLD Center, and local tutoring support. Expectations for students and parents will be shared as this will be different than in the spring of 2020. There will be a full load of classes for all students with the expectation that students are engaged for feedback, grades, and academic progress. Attendance will be taken for auditing purposes with the expectation of two-way communication at least weekly in each class.

The district will focus on social emotional learning to address the needs of students for the first 90 days of returning to school. This includes training for teachers to provide support whenever in contact with students as well as how to reach out to students who are having challenges to be connected. Additional staff will provide support for those students with greater needs. Ongoing social emotional support will continue throughout the 2020-2021 school year through a planned time period called "Student Centered Support" built in weekly.

Teachers will provide synchronous and asynchronous support to students in remote learning with the KPS curriculum. Lessons will focus on standards developed based on data and teacher input. There will be set office hours for students and parents to use on a weekly basis. In addition to this support, small group instruction, review, and assistance will be provided weekly for those students needing more. The goal is to keep students engaged, on-track, and interactive with their learning. This will also be done through peer group encouragement, project-based activities, and differentiated instruction. Google Classroom and Google Meet will continue to be used as in the spring. Correspondence may also include emails, texts, or home connections. Supplemental supports will include Lexia, DreamBox, Power UP, and other online tools.

During remote learning, students will be divided into diverse groups to allow for smaller class size online. There will be "A" and "B" days with two days of synchronous lessons and two days of small group support and asynchronous lessons. The "C" day will provide the Student Centered Support and additional support from the teachers for students who need it. This model is being developed to prepare students for the hybrid model in the second tier. The district will continue to work with the local health department in preparation for Tier II.

An Equity Cohort Model is being developed by the district to address the needs of students with special education services, 504 plans, English As a Second Language services, Individual Reading Improvement Plans, and other support services. This model focuses on providing additional support outside of the instructional time period to help those students who have academic, social emotional, and/or behavioral needs. Time is built into the schedule for the support of the students with the greatest needs. The district is working with community partners to be included with the support. Students with Individual Education Plans (IEPs) or 504 Plans that require in-person instruction will be subject to review through the IEP/504 process and IEP/504 teams. If in-person instruction is part of the IEP plan, Section 504 plan, or implemented for any other student associated with an equity cohort, at a minimum the

safety protocols for in-person instruction will be subject to the safety protocols that will apply to the Tier/Trimester II hybrid model.

During the second trimester, if the Kalamazoo region is in Phase 4 or 5, the district will transition to a hybrid model of learning which is Trimester II. The second trimester is November 30, 2020 to March 12, 2021. This model brings students into the classrooms for “in-person” instruction for two days a week with half the number of students in the class (A days). The other half of the students (B days) work on asynchronous lessons during this time then come on two other days of the week. On Wednesdays (C day), students are provided “Student Centered Support” and additional online services. The design of this model keeps a diverse group of students together to adhere to social distance guidelines to the greatest extent possible.

This set up allows for smaller class sizes for academic and social emotional support. Teacher contact time with students will be maximized. It allows for student familiarity with each other and the teacher so if the state would need to revert back to Phases 1, 2 or 3, the district would need to revert to remote learning maintaining continuity from the first trimester.

Students will be encouraged to form peer groups to engage in discussions, collaborative projects, and support. The expectation is all students carry a full load of classes and engage in learning every day. The KPS curriculum will be used with supplemental supports and Equity Model supports as in remote learning during the first trimester.

With some noted exceptions, KPS COVID-19 Return to School Roadmap (“Roadmap”) required and strongly recommended safety protocols will be followed for transportation and in-person learning. This includes sanitizers on the bus and in classrooms, social distancing to the greatest extent possible, handwashing time schedules, limited adults in the building, limited adults with students during the day, eating in the classrooms, staggered schedules for use of hallways and bathrooms. Individual student desks will be used to the greatest extent possible with plastic barriers used where needed. Desks/tables will face one direction toward the front of the classroom.

Family members and other guests will not be allowed in the school building except under extenuating circumstances as determined by district and school officials. Signage will indicate social distancing with floor tape or other markers where lines will be formed. Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques. Adult visitors entering the building will be screened for symptoms, wear a facial covering, and use the hand sanitizer prior to entering. Records will be kept including the date, time, and response to questions about symptoms.

For classrooms that have windows that open, the windows will be open as much as possible, weather permitting. Specials (art, music, and physical education) will be brought to the classroom as much as possible. In Tier/Trimester II, students will be divided into two groups per class to have less students in at one time. The groups will come into school two days a week and have asynchronous and virtual synchronous lessons on the other days. Efforts will be made to keep students six feet apart in hallways. Staggered movement in hallways will be used to minimize large gatherings. Physical education will be held outside and social distancing will be practiced when possible. Traffic flows will be directed one way as much as possible. If not possible, then hallways will be divided with either side following the same direction. Entrances and exits will be kept separate to keep traffic moving in a single direction.

Further details for Tier/Trimester II will continue to be developed during Tier/Trimester I with a due date of October 9, 2020. This will allow for time if any changes come from the Governor Whitmer's Executive Order which continues until September 30, 2020.

The district will move to in-person school five days a week for Tier III/Trimester III as long as the Kalamazoo region is in Phase 6. There will be a transition period from the end of the second trimester to prepare students for five full days of learning. Transportation will be set up accordingly. The third trimester will be March 15, 2021 through June 11, 2021. KPS COVID-19 safety protocols will continue with the use of hand sanitizers, frequent hand washing, and any suggested protocols provided by the local health department. If the State of Michigan is in Phases 4 or 5, KPS would remain in the hybrid model for the last trimester.

The District recognizes from the various sources of feedback, that there are parents who would like their children educated virtually for the entire 2020-2021 school year. There are students with medical issues, special needs, or parental choice who would like this option. The district will have two choices for year-long virtual learning.

Option 2 contains two virtual, year long models. One option (2a) for year-long virtual education is the KPS Virtual Learning Path (VLP). The KPS VLP option uses GradPoint for high school students and Calvert Learning for students in grades K-8. Virtual learning is self-directed and self-paced by students. Regular online connection is needed with support from the parents. A KPS teacher will touch base weekly students to maintain two-way communication and provide support. The second year-long online option (2b) is the Kalamazoo Virtual and Innovative Collaborative (KVIC). Michigan Virtual will be used for students in grades 6 through 12. Lincoln Learning will be used for K-5 students. This is a collaborative pilot virtual option through Kalamazoo Regional Education Service Agency (KRESA) and a cooperative agreement. Independent learning is critical in this model with weekly check-ins.

The district will provide written information on both the KPS Tier/Trimester Model of Learning and the year-long virtual options for parents to decide. Informational sessions have been provided by the superintendent in seven virtual sessions from August 4 through August 12, 2020. Parents will be provided a form to complete as to whether they would like the KPS Tier/Trimester Model of Learning or year-long virtual learning. Students in the KPS Tier/Trimester Model will be assigned to their "home" schools as they would any other school year. The process for enrollment will be the same only the educational services will start remotely moving through the phases as designated above. Parents selecting the year-long virtual option will be assigned to a designated administrator who will contact the parents to explain further the two year-long virtual options (KPS VLP or KVIC). Parents will be expected to make their choice of KPS Three Tier Model of Learning or year-long virtual learning by August 14. Students will be placed in the KPS Three Tier Model of Learning if no selection is made by this date. Students new to the district after August 14 will be placed in Option 1.

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.

The District will adopt all the *Roadmap* required and strongly recommended protocols for Personal Protective Equipment (PPE). The Safety and Logistics committee developed the following guidelines for recommendation:

1. Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade (washed daily) or disposable level-one (basic) grade surgical masks that are disposed of at the end of each day. Any staff member who cannot medically tolerate a facial covering will not be required to wear one. Any staff member who is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering. PreK-5 and special education teachers should consider wearing clear masks.
2. Facial coverings must be worn by PreK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering will not be required to wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.
3. Facial coverings must always be worn in hallways and common areas by PreK-12 students in the building except for during meals.
4. Facial coverings must be worn in classrooms by all students in grades 6-12.
5. All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.
6. Facial coverings should be considered for K-5 students and students with special needs in classrooms, PreK students and students with special needs in hallways and common areas.
7. Facial coverings should be considered for PreK students and students with special needs in hallways and common areas. Facial coverings are not recommended for use in classrooms by children ages 3 and 4. Facial coverings should never be used on children under age 2.

The district will provide expectations in written form to parents and students about wearing face coverings and how to obtain clean face coverings. This includes all parent communications, handbooks, student/parent orientations, and staff orientations. 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, and bus. Disposable coverings will be provided to students, staff and visitors on an as needed basis. Clear face coverings will be provided to PreK-5 teachers. Any other teacher at any grade level may also request a clear face covering, if they choose to do so. Staff members will be expected to follow the guidelines. Staff with a medical exemption will need to provide documentation and engage in

an interactive process with the District to consider possible alternatives or accommodations. Exempted students will be recorded in eSchool. In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administrator for review and decisive action. Students who have medical conditions that present them from wearing a facial covering will be processed through Section 504 and/or IEP procedures. PreK-5 students will not be required to wear a face covering once they are situated in the classroom, unless the classroom activity places them in close proximity (2 feet or less) to other students. Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Face coverings will be required in the KPS Administration Building, West Main Professional Development Center, CEC, and all other KPS facilities unless an individual is in an office alone and the door is shut. The face covering must be worn in all areas including common areas, restrooms, copy rooms, and other rooms.

## 2. Hygiene

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

Kalamazoo Public Schools is committed to ensuring all staff and students adhere to the hygiene protocols set forth by the *Return to School Roadmap* required and strongly recommended areas. There will be adequate soap, hand sanitizer, paper towels, tissue and hand washing instructions will be posted in all restrooms and classrooms. Students and teachers will have scheduled handwashing with soap and water every three hours.

With the support of our district nurses, we will teach and reinforce proper hand washing skills to our students and educate all stakeholders through regular communication and instruction. KPS facilities personnel will have a schedule to monitor and refill soap and hand sanitizer throughout the day as well as our teachers will have a schedule to ensure students wash hands every 3 hours.

Student sharing of personal items and supplies, such as writing utensils will be restricted. Student materials will be maintained in individual tubs or cubicles at the elementary level and in lockers or backpacks at the secondary level to eliminate the sharing of materials, technology, and utensils. Classroom materials will be limited to small groups and disinfected between use. Teachers will have Clorox or other sanitizing wipes in each classroom to ensure that any small group areas and materials are immediately wiped down as necessary. Portable hand sanitizing stations will be set up throughout the school buildings.

## 3. Cleaning

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

The Safety and Logistics committee developed guidelines in this area with the following recommendations:

1. Frequently touched surfaces including light switches, doors, benches, and bathrooms must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution if there are students in-person for educational

services.

2. Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
3. Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
4. Playground structures must continue to undergo normal routine clearing, but use an EPA-approved disinfectant.
5. Safe and correct use of cleaning/disinfectant products is necessary. This includes ensuring safety and secure locations with adequate ventilation of the products away from children.
6. Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.

Implementation recommendations include meeting with building administrators and facilities to review all guidance related to cleaning and disinfecting. An inventory of cleaning supplies will be maintained in compliance with EPA-approved COVID-19 materials. All classrooms will be provided spray bottles with EPA-approved disinfectant or diluted bleach solution, paper towels, face shields, and gloves in order to address cleaning protocols. Designated staff must wear gloves, a mask, and a face shield when cleaning. Students will not be allowed access to the cleaning solutions.

Each building custodial team and administrator will tour their building and identify areas of frequent use throughout the building. A map will be created and kept secure in the head custodian's room/office to ensure compliance when custodial substitutes are in the building. Custodial staff will walk the building wiping all high frequency usage areas throughout the day and following any evening activities in the building. Staff will note the time, date, and initial on a chart that is kept daily. Classroom teachers will wipe down the students' desks every time students exit the room at the elementary level or after every period at the secondary level with EPA-approved disinfectant or diluted bleach solution. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant or diluted bleach solution in their rooms.

#### **4. Spacing, Movement and Access**

The District will adopt all required and strongly recommended protocols for Spacing, Movement and Access as detailed on page 23 of the *Roadmap*, **except** for 1.) There may be a few classrooms where six feet spacing is not possible; 2.) It is not possible to restrict a cohort of students to isolated hallways or areas that can be monitored; and 3.) It is not possible to have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from the vehicle to their classrooms and vice-versa. Other than these expectations, the District will adopt the following protocols for spacing:

1. Wherever possible, space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.
2. In classrooms where large tables are utilized, space students as far apart as feasible.
3. As feasible, arrange all desks facing the same direction toward the front of the classroom, maintaining six feet of spacing between teachers and students as much as possible.
4. Teachers should maintain six feet of spacing between themselves and students as much as possible.

5. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.
6. Post signage to indicate proper social distancing.
7. Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.
8. Provide social distancing floor/seating markings in waiting and reception areas.
9. Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
10. Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

The District will adopt the following recommended protocols for Spacing, Movement and Access as detailed on pages 23-24 of the Roadmap:

1. For classrooms that have windows that can be opened, they will be open as much as possible, weather permitting.
2. To the extent feasible, special instruction like art, music and library will be brought to the classrooms.
3. While in the Tier/Trimester II hybrid model, the District proposes to divide students into two different cohorts who will alternatively receive two days instruction per week.
4. Efforts will be made to keep six feet distance between persons in the hallways.
5. The District will consider staggered movements at incremental intervals to minimize the number of persons in the hallways.
6. Where possible, physical education will be held outside and social distancing of six feet will be practiced.
7. Traffic flows will be directed in only one direction if possible. If not possible, hallways will be divided with either side following the same direction.
8. Entrances and exits will be kept separate to keep traffic moving in a single direction.

#### 5. Athletics

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

The district will comply with all guidance as set forth by the MHSAA and the NFHS. The athletic directors regularly receive e-mail communication from the MHSAA. They also initiate communication with MHSAA officials to gain clarity when needed. The athletic directors within the school district meet at least monthly and they also meet with other athletic directors within the conference. MHSAA guidelines are regularly discussed and reviewed.

Restrooms and hand sanitizers will be available to everyone to properly adhere to the handwashing hygiene protocols. Prior to any event, A COVID-19 screening form will be used for all student-athletes, coaches, and volunteers prior to any event. Student-athletes and staff who are experiencing symptoms of illness must remain home as well as those who have been exposed to others who are carrying the virus. Equipment will be disinfected before and after usage. Athletic coaches will monitor this with the student-athletes.

The district will make every effort to avoid KPS transportation for scrimmages in sports other than football. KPS transportation will be provided for athletic competitions once the season begins. When KPS transportation is provided, all coaches, student-athletes, and the driver will wear facial coverings. Hand sanitizer has been installed on KPS buses.

Spectators will not be permitted to stay on the school property to watch practices or scrimmages during Phases 4 and 5. A limited number of spectators will be permitted to attend athletic contests. Spectators will be required to wear facial covering and remain at least six feet apart for social distancing at all times. There will be a single entrance and exit for athletic contests. Spectators must remain six feet apart when standing in line. The district is exploring a model of pre-sale tickets in advance or an electronic ticket to avoid people having to stand in line purchase tickets at the door.

Student-athletes must clearly mark their water bottles or sports drink. Sharing will be strictly prohibited and will be monitored by the athletic coaches. Handshakes, fistbumps, and other unnecessary contact may not occur. The indoor athletic weight room activities have been suspended indefinitely. At some point, the district may explore using some weight room equipment outdoors.

Large scale indoor spectator events have been suspended. The district will follow MHSAA guidance for spectators attending indoor athletic competitions including but not limited to volleyball, basketball, competitive cheer, bowling, hockey, wrestling, and swimming.

Large scale outdoor spectator or stadium events will be limited to 100 people and people not part of the same household must maintain six feet of distance from one another. The district is working with opposing teams and the athletic conference to determine the best way for this to work for football. In most cases, two varsity teams, athletic coaches, and referees will surpass 100 people without permitting one spectator to enter. The district is working with MHSAA officials to be able to livestream some athletic contests.

## 6. Screening

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

Kalamazoo Public Schools has a long-standing, collaborative relationship with the local health department. The district will abide by all required, strongly recommended and recommended aspects of the *Return to School Roadmap* for screening. Every school building will have a designated quarantine area and a staff member to monitor should students become ill during the school day. All staff in this space will be required to have an appropriate mask on while in this space. Students who become ill with symptoms will be sent to the quarantined area until they can be picked up. With the support of parents/guardians, staff and students will need to monitor their temperatures daily and should someone be sent home, the student will need to test negative for COVID-19 or have completely recovered from COVID-19 before returning to school as determined by a physician. Staff or students with fevers over 100.4 or greater, and/or exhibiting any respiratory or gastrointestinal symptoms will need to stay home. Staff will conduct daily self-examinations, including a temperature check, prior to coming to work. The District will develop a form (paper or electronic) to assist with employee screening. Families will be encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners. The district will rely on the support and guidance of the

local health department on this matter. Each school building and program will maintain a record of student and staff screening.

## 7. Testing

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

The district has a long-standing relationship with the local health department. KPS staff continue to work with the health department during the COVID-19 pandemic for planning the return to school. Students who develop a fever or become ill with COVID-19 symptoms at school will be given a mask to wear (if able) and parents contacted right away to be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing. The district has three full-time nurses to assist with any questions or concerns. 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 must stay home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.

The district will adopt all *Roadmap* required and strongly recommended protocols for responding to individuals who test positive including staff and students. The local health department will be contacted for identification and guidance. Confidentiality will be maintained regarding possible cases of COVID-19 that are consistent with the Americans with Disabilities Act and other federal and state privacy laws. The local health department will initiate contact tracing, following regular public health practice. Anyone in close contact with the case (less than six feet apart for 15+minutes) will be asked to self-quarantine for up to 14 days after exposure. The district will stay in contact with the local health department and assist with collecting data and contact information for those exposed. Staff will be trained in confidentiality laws and statutes to protect student and staff health information. Student communicable disease related information is protected health information; even if a family/student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test.

Employees with a confirmed case of COVID-19 will return to work when they are no longer infectious. Local health officials will provide instruction about returning to work, using the most current guidelines from the CDC for this determination. Cleaning staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas. If possible, smaller areas such as individual classrooms will be closed for 24 hours before cleaning to minimize the risk of any airborne particles. For employees who test positive for COVID-19 or must quarantine because of a COVID-19 related issue, the District will not deduct any paid sick days for the first 10 business days that the employee is eligible for benefits under the Emergency Paid Sick Leave Act (ESPLA). After exhausting any paid sick leave under the EPPLA, employees can utilize their paid sick days and family medical leave and leave of absence provisions contained in their collective bargaining agreements.

**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).

The district will follow *Roadmap* COVID-19 protocols for busing and student transportation. Facial coverings must always be worn by staff except for meals. Family members or other guests will not be allowed in the school building or bus except under extenuating circumstances determined by the district and school officials.

Hand sanitizers have been installed on all buses. Drivers will receive written guidelines for reminding students to utilize

Students arriving on buses will have a separate entrance from students arriving in parent cars or walkers. At arrival time, bus drivers will dismiss students from the bus and staff members will supervise entry into the building. Dismissal will happen as quickly as possible and staggered from the time families and walkers are dismissing to minimize the number of persons walking together.

**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.**

If in Phase 4 or Phase 5, the district will start the school year in Tier I with remote learning. The district will move to Tier II which is the hybrid model the second trimester if in Phase 4, Phase 5, or Phase 6. The second trimester is November 28, 2020 to March 12, 2021. All safety protocols that apply to Phase 4 will apply in Phase 5 during the Tier/Trimester III. If in Phase 6 of Tier/Trimester III, then the district will move to all in-person classes. In Phase 6, the District will follow the *Roadmap's* recommendations for hygiene and responding to positive tests among staff and students. A second option is available for families who want their children to have virtual learning all year long as long as they start the school year virtually. Changes can be made in Option 2b at the second semester break only.

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*.

The district will include the strongly recommended protocols from the *Roadmap* except for what is listed next in #2. This is the case for Phase 4 and 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*.

The district will include the strongly recommended protocols from the *Return to School Roadmap* except for 1.) there may be a few classrooms where six feet spacing is not

possible; 2.) it is not possible to restrict a cohort of students to isolated hallways or areas that can be monitored; and 3.) it is not possible to have staff monitor arrival and dismissal to discourage congregating and ensuring student students go straight from the vehicle to their classrooms.

- 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)

## 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:**