



COVID-19 Preparedness and Response Plan

(Per Executive Order 2020-142)

Revised: 08/11/20

- All changes of Phases will impact this plan.
- All future executive orders will impact this plan.
- All recommendations from CDC will continue to be analyzed and impact this plan.
- This plan is contingent on state funding formulas. We must implement a plan that is fully funded.
- This plan may change based on the educational and safety needs of our students and staff.

Name of District: Comstock Public Schools

Address of District: 3010 Gull Road, Kalamazoo, MI 49048

District Code Number: 39030

Web Address of the District: <http://www.comstockps.org>

Name of Intermediate School District: Kalamazoo RESA

Name of Authorizing Body (if applicable): Michigan Department of Education

Table of Contents

Introduction	Page 3
Preparedness Plan Assurances	Page 3
Overview	Page 4
Guiding Principles	Page 5
Likely Realities & Constraints	Page 5
Personal Protective Equipment	Page 7
External Recommendations & Guidance	Page 8
Preparedness Plan: Phases 1, 2, and 3	Page 8
Preparedness Plan: Phases 4 and 5	Page 11
Community Transmission Levels and Face Covering Protocol	Page 12
Arrival/Dismissal/Transitioning	Page 14
Food Service	Page 15
In-Person Instruction	Page 16
Virtual Instruction	Page 16
Hygiene Protocols	Page 17
Campus Cleaning Plan	Page 18
Athletics	Page 22
Screening	Page 23
Testing	Page 23
Transportation	Page 25
Final Steps for Submission	Page 27

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.

Overview

Comstock Public Schools (CPS) will gradually and safely reopen schools and activities for the 2020-21 academic year aligned with our District Goals and Strategic Plan. We want our students, families and staff to feel as comfortable as possible returning. Ultimately, we will follow the guidance of the [Return to School Roadmap](#) and our local health department. We have created our COVID-19 Preparedness and Response Plan according to Executive Order 2020-142 through the following working groups:

- Virtual meetings with our Board of Education
- Virtual meetings with Kalamazoo RESA Superintendents
- Virtual meetings with Administration
- Virtual meetings with Union Representatives
- Virtual meetings with Building staff
- Student, parent, and staff surveys
- Shared Google Documents to receive feedback

Guiding Principles

Decisions about reopening are all guided by the latest recommendations provided by the Centers for Disease Control (CDC) orders from state and local governments, as well as consultation with healthcare professionals. The day-to-day status of Covid-19 cases will likely fluctuate in the coming months and continue to vary from region to region. [All data on the Kalamazoo County Dashboard will be updated M, W, F.](#) This means that while we cannot predict with certainty what the Covid-19 cases in Kalamazoo will look like in 1, 3, or 6 months, we can rely on a series of guiding principles to help us make decisions, evaluate those decisions, and adjust as necessary.

At the same time, we will not lose sight of our District Strategic Plan and its priorities and goals. The following guiding principles will be considered as we make decisions about reopening. When faced with a strategic decision and challenge, we will consider how to:

1. *Ensure the health and safety of students, families, and staff by adhering to public health recommendations*
2. *Focus on continuing to raise student achievement by developing student and family focused learning pathways, face to face or online learning, that meet the individual needs of students and families in a limited resource environment while still addressing the Whole Child*
3. *Comply with local, state, and federal laws and regulations*
4. *Maintain fiscal responsibility and a balanced budget*
5. *Collect and review up-to-date data and information from stakeholders to revisit plans as needed*

Michigan Context

As is the case throughout the country, decisions about reentry and reopening are highly dependent on state and local policies, orders, and guidance. In Michigan, Governor Whitmer has indicated that she is committed to reopening schools and has established a “Return to Learning” advisory council to generate guidance on how to do it safely, equitably, and efficiently. Knowing the commitment to reopen exists, the District will closely track the recommendations released from the council or any upcoming Executive Orders and make any necessary adjustments or changes to our plans.

Likely Realities and Constraints

Our current situation may seem unpredictable; however, we believe that there are some likely realities that our staff, students, and families can anticipate. Some of those realities help our plans to reopen, while others may make it more challenging and constrain our efforts. It is important, as we plan, for everyone to be on the same page about what is likely so we can focus most of our effort on the most likely circumstances, while still ensuring that we plan for the various “what if” scenarios.

1. The virus will not disappear by September, but its level of spread may change. Covid-19 will be present throughout the summer and fall, although the size and localization of the outbreak is to be determined and may change as businesses and communities reopen. Knowing that the number of cases is not a fixed amount, the District will remain committed to adjusting its approach based on the reality of the virus' spread in the region.
2. The first day of school is August 31st, 2020. It is likely, however, that schedules, classroom spaces, and day-to-day operations will be adjusted to allow for social distancing and smaller groupings.
3. Virtual instruction will expand. Even with schools opening in August for in-person instruction, CPS will also offer virtual learning to students. In addition, all students will have access to a chromebook. These options, however, are predicated on the state providing districts more flexibility regarding instructional days, seat time, and FTE. Current state policies and regulations do not allow for at scale virtual learning easily. There are not yet changes to how student attendance, including how attendance is used to drive per pupil revenue, can be done at scale in an equitable way. Clarity from the state on how this can be achieved is necessary to be able to fine tune what virtual learning looks like.
4. Funding is limited. Revenue projections for the state show that there are likely short-term to medium-term budget cuts necessary for public education over the next two years. We should be clear that funding is, at best, lower than usual while the demand for new school programming and instructional models are necessary.

Development of Our Reentry Plan

Planning the District's reentry has taken ongoing coordination and collaboration across all District departments and schools. To ensure decisions are being carefully considered and recommendations vetted, the District relied on current medical best practices released by the CDC. The plan was also vetted with the School Board before the feedback phase with stakeholders.

Monitoring and Accountability

As the District implements this plan, we will create ways for students, staff, and families to share feedback and report issues that may be unsafe. Any concerns shared will be responded to within 24 hours by the appropriate department/team. E-mail info@comstockps.org with questions and concerns.

Promoting Healthy Habits

At each phase of the plan, the District will be placing appropriate signage and markings throughout offices and buildings to remind employees, students, families, and visitors (when allowable) to maintain social distancing, wash hands adequately, wear masks, etc.

Personal Protective Equipment (PPE)

In addition to following guidance around regular hand washing, hand sanitizing, daily cleaning and disinfecting of high-touch surfaces, and encouraging social distancing, the District plans to procure and distribute personal protective equipment for students and staff to use when in buildings. This equipment will include disposable and reusable masks and reusable face guards, KN95 masks for first responders, gloves and face shields for specific specialized staff groups. Guidance will be provided to staff regarding the specific PPE that is expected for them based on their role and responsibilities. All PPE will be purchased centrally and delivered to locations before students and staff return to school and work. The District also plans to purchase a limited supply of back-up materials; however, it is the expectation that any visitors or volunteers provide their own masks if/when they are in buildings.

In addition to PPE, the District will provide each instructional staff member with a supply of disinfectant wipes, make portable hand sanitizer dispensers available and is working to install plexiglass barriers at frequently visited spaces to at least create one point of contact with protection.

The Data and Information Guiding Our Decisions

The District keeps a close watch on the development of public health recommendations, state and local guidance, and the information shared by our own families and employees. We plan to continue collecting information from our community of students, families and staff to refine the plan before and after implementation.

Stakeholder Engagement

As the plan for reopening evolves, the District has been committed to engaging students, staff, families, and community members on the various options and considerations for reentry. Surveys and virtual meetings were conducted to allow for feedback on the plan.

External Recommendations and Guidance

This plan and the recommended procedures are designed to align with the most comprehensive guidance released to date. We are relying on a variety of sources of inspiration, and specifically aligning our plan with:

- The State of Michigan's [Safe Start Plan](#), which outlines various stages of response and what needs to happen with the virus to move from one stage to the next
- [Michigan's 2020-21 Return to School Roadmap](#)
- Guidance released by the [Centers for DiseaseControl](#) (CDC) for schools
- Michigan Occupational Safety and Health Act (MIOSHA) [COVID-19 Workplace Guidance](#)
- Recommendations in the American Federation of Teachers (AFT) [Plan to Safely Reopen America's Schools and Communities](#)

As we plan for the upcoming year, Comstock Public Schools will follow pertinent guidelines and commits to the following:

1. The **health and safety** of our students, staff, families and community is our top priority.
2. Every decision made will take into consideration the latest guidance and direction from local, state and federal authorities on **operational considerations** during the school day.
3. CPS will provide the **highest quality instruction** to all students regardless of the circumstances.
4. CPS will support the well-being of **each student** and **every program**.

We sincerely appreciate the patience and grace you have extended us as we work through these unprecedented times.

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.

PHASES 1, 2 or 3: Schools will be closed and Virtual learning will occur.

In Spring of 2020, CPS developed a Continuity of Learning Plan (COLP) to help guide the district through this pandemic. For 2020-21, CPS has created a **new** plan called the [COVID-19 Preparedness Response Plan for Phases 1-3 \(R2L\)](#). Virtual instruction described in the plan will have some significant updates and requirements. All K-12 students will be able to check out a chromebook and will be expected to complete the work that is assigned. District Options and Building Plans can be found below:

- [District Overview](#)
- [Comstock High School](#)
- [Compass High School](#)
- [Comstock Middle School](#)
- [Comstock STEM Academy](#)
- [Comstock Elementary](#)
- [Comstock Early Learning Academy](#)

Schools

School buildings will begin to open in a limited fashion for critical operations such as the ongoing food distribution, picking up personal belongings, receiving devices, receiving deliveries, preparing for summer learning, completing building upgrades and improvements, etc. Should students need to retrieve belongings, specific instructions about how and when to retrieve those will be communicated from individual school administrators. Visitors will not be permitted at school sites during this phase, with the exception of food and device deployments.

Any staff who are physically reporting to work will observe social distancing guidelines and must have completed required training before returning to work. Staff must attest daily that they do not have any Covid-19 related symptoms and undergo daily temperature checks. Face coverings will be required along with regular hand sanitizing/washing. The District will provide masks and establish hand sanitizer stations as needed.

Social/Emotional Needs

Along with the implementation of several health and safety protocols to address student and employee needs, CPS will also address the social and emotional needs of students and staff. We know that after this prolonged closure, many of our students and staff will require social-emotional support to help them re-engage and reenter work and school. School staff will be equipped with tools and information on how to support students and maintain our whole child commitment. Information about all social-emotional supports will be made widely available to the CPS community.

Additional Exceptional Student Education Considerations

Our students with Individualized Education Plans (IEPs) and 504 Plans, along with the staff who work closely with them, will have those individual circumstances taken into consideration when developing additional guidance around reopening. Special attention will be paid to issues around transportation, instructional model, medical needs, learning environment and ensuring appropriate advocacy. We know, for example, that wearing masks may be challenging for students and staff who read lips, or that we may need to improve adherence to universal precautions when Aides are assisting medically fragile students. The Exceptional Special Education team will work directly with students, families, and staff, to problem solve these needs.

Virtual Instruction

K-12 Comstock Virtual Academy

To provide optimal flexibility for the 2020-2021 school year to our families, CPS will also provide instruction in a virtual format through Comstock's K-12 Virtual Academy. If you would like to enroll your child in Comstock's K-12 Virtual Academy, please click [here](#) for more information.

Grading

The evaluation of student learning through grading and assessment will be revised for the 2020-21 school year. Grades received in a virtual or Virtual format will follow the same grading guidelines as in-person instruction.

- 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.

Phase 4 and 5:

August 10, 2020, the Board of Education approved our district to begin the school year with virtual instruction for all students until September 28, 2020. The Board of Education will

continuously review the CDC and Local Health Department updates to determine when the district can implement the plans below.

CPS has provided a District Overview and each building has designed a customized framework that best meets the unique needs of students in their grade levels and departments. Pupils and parents/guardians will be notified via email, social media, the district website, and Shoutpoint calls of a plan. Students will be supported by teacher(s) based on the option they choose for Phase 4 and 5 listed in the District Overview below. Details about those options are detailed in the building plans.

- [District Overview](#)

Building Plans can be found below:

- [Comstock High School](#)
- [Compass High School](#)
- [Comstock Middle School](#)
- [Comstock STEM Academy](#)
- [Comstock Elementary](#)
- [Comstock Early Learning Academy](#)

Protocols for Face Coverings:

The use of face coverings will reflect the rate of community transmission of COVID-19 and the health recommendations associated with each level. The District will rely on guidance from the Kalamazoo County Health Department, executive orders or directives from Governor Gretchen Whitmer, or local county and city officials to determine the community transmission level and use of face coverings. The District will utilize Shoutpoint to alert students, parents and staff of the community transmission level and when face coverings must be worn.

Community Transmission Levels and Face Covering Protocol:

Level 1 Minimal Transmission	Level 2: Moderate/Significant Transmission	Level 3: Substantial Transmission
PHASE 6	PHASES 4 & 5	PHASES 1, 2 & 3
Staff and students self-screen daily for COVID-19 symptoms prior to arrival	Postpone/cancel all non-critical gatherings and events	District facilities will be restricted and all district events are canceled
Teach and reinforce health hygiene	Consider staggering or extending start and dismissal times	Most education will be conducted via Virtual learning
Maintain frequent cleaning and disinfection of commonly touched surfaces and areas	Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building	Maintain close coordination with local health officials
Communicate to parents to keep sick students home	Consider closing campuses where there are high concentrations of reported COVID-19 symptoms or know lab-confirmed cases	
Extracurricular activities permitted	Consider limiting number of students on campuses	
Restrict outside visitors and guests	No outside visitors	
Continue to monitor attendance and communicate with local health authorities		
FACE COVERING PROTOCOL	FACE COVERING PROTOCOL	FACE COVERING PROTOCOL
Face coverings optional	Face coverings required for all staff, students and visitors. Exceptions may	Campus closure imminent

	be made for very young (PK-K) and some students with special needs or students and staff that have a documented medical condition.	
Follow standard infection protocols	Use of face mask and gloves for staff who are in close contact with suspected case of COVID-19 (fever, plus symptoms), or blood, body secretions, and excretions	
Practice standard universal precautions when coming into contact with blood, body fluids, secretions, and excretions		

Staff and Student Expectations:

- All students and staff will be required to wear a mask or facial covering. Exceptions will be granted only as detailed in the Michigan Safe Start Plan.
- The district strongly recommends that students and staff provide their own masks or facial coverings for their own comfort and personal convenience.
- The district will provide one cloth facial covering for each student and staff.
- Students or staff who forget to bring their facial covering or mask to school will be issued one on the bus or in the front office of their school building.
- All masks and facial coverings must follow Comstock Public School District Policies and Dress Code.
- Facial coverings must always be worn by staff except for meals or when they are in a locked room.
- Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
- Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day.
- Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.
- Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.
- Facial coverings must be worn in classrooms by all students grades 6-12.
- 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.
- 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.
- Staff and Students' individual needs will be addressed on a case-by-case basis.

Arrival/Dismissal/Transitioning

Arrival

- Multiple entry points will be established.
- Students will report straight to classrooms whenever possible.
- All areas of the building (gym, cafeteria, larger classrooms, common areas, etc.) will be utilized to achieve social distancing.

Dismissal

- Multiple exit points will be established.
- Campuses will implement staggered release procedures.
- Students will be released straight from their classroom whenever possible.

Transitioning

- The transitioning of students will be limited, as feasible, during the school day.
- Whenever possible, teachers will rotate into the classrooms to limit student transitioning.
- Considerations will be made at all levels based on student needs.
- Students and staff will follow protocols for face coverings.
- Classroom doors will be left open to reduce high touch areas when possible.
- Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible.
- Staff and signage will be posted to reinforce physical distance expectations.

Campus Organization/Procedures

It is our promise to maintain a warm and inviting learning environment in our classrooms while simultaneously following health guidelines.

- All CPS campuses will operate on a schedule to limit student transitioning during the instructional day.
- When permitted, student gatherings will be held outdoors.

- Water fountains will not be accessible. Students should bring water or a bottle to school. Bottle filling stations will be provided.
- Outdoor play and learning will be encouraged.

In the classroom setting:

- Students will be seated with as much separation as feasible without disrupting the educational experience.
- Face coverings will be worn by all staff, and age-appropriate students, during times that social distancing cannot be achieved in classrooms.
- Visual reminders of distancing requirements will be used in all classrooms such as, marking off areas for common spaces and distancing best practices.
- Shared materials will be limited and cleaned between uses.

Food Service

1. Breakfast and lunch will be served at each building when students are in the building for in-person learning.
2. Students opting for a blended learning plan, will be served breakfast and lunch when they are at school, and provided an opportunity to pick up meals for the school days they are learning at home.
3. As of current USDA guidance, school meals (on-site or for pick-up) are not available to K12 Comstock Virtual Academy (CVA) students.

Visitors/Deliveries/Miscellaneous

- To limit exposure, informal campus visits will be restricted (including during meal time).
 - Essential meetings will be done by appointment or through a virtual format.
 - In the event an individual visits a campus, they must pass a screener with temperature monitoring to access a school campus.
 - Individuals who proceed beyond the front entrance will follow specific guidelines for visitors.
 - Visitors and staff will adhere to safety protocols including physical distancing for meetings.
 - Cleaning/disinfecting will occur after each meeting.
- All visitors entering the building must sanitize hands upon entry.
- To ensure the safety of students and staff, no outside food deliveries will be accepted (i.e. food, gifts, doordash, etc.).
- Until further notice, there will be no large student assemblies.

In-person Instruction

Students in CPS will have the opportunity to attend school and receive in-person instruction and academic support for the 2020-2021 school year. This scenario will include an instructional platform that involves in-person instruction as well as the use of Google Classroom for specific instructional areas. This will ensure that students are familiar with the virtual platform in the event we have to quickly switch to Virtual learning.

Several operational considerations have been identified to prevent and mitigate the viral spread inside the school setting during in-person instruction.

Plans include:

- Implementation of student/employee health protocols
- Adjustments to the campus arrival/dismissal procedures
- Limitation of student transitioning during the school day
 - Whenever possible, teachers will rotate into classrooms to limit student transitioning.
 - Considerations will be made at all levels based on student needs.
- Adjustments to Child Nutrition, Transportation, and Campus Organizational procedures
- Implementation of Health and Hygiene Practices with increased cleaning and signage
- Adjustments to protocols for visitors, deliveries and student gatherings

Social/Emotional Needs

Along with the implementation of several health and safety protocols to address student and employee needs, CPS will also address the social and emotional needs of students and staff. We know that after this prolonged closure, many of our students and staff will require social-emotional support to help them re-engage and reenter work and school. School staff will be equipped with tools and information on how to support students and maintain our whole child commitment. All CPS employees have access to the Employee Assistance Program ([EAP](#)) which offers many free services including face-to-face and virtual counseling. Information about all social-emotional supports will be made widely available to the CPS community.

Virtual Instruction

K-12 Comstock Virtual Academy

To provide optimal flexibility for the 2020-2021 school year to our families, CPS will also provide instruction in a virtual format through Comstock's K-12 Virtual Academy. If you would like to enroll your child in Comstock's K-12 Virtual Academy, please click [here](#) for more information.

Grading

The evaluation of student learning through grading and assessment will be revised for the 2020-21 school year. Grades received in virtual instruction will follow the same grading guidelines as in-person instruction. Teachers and staff will receive additional support and guidance on effective grading practices to ensure that grades are valid and reliable for all students.

We sincerely appreciate the patience and grace you have extended us as we work through these unprecedented times.

2. Hygiene

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

Hygiene Protocols:

- CPS will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- CPS will provide staff with training through Safe Schools Training, the building principals, and Department Directors so they are able to train their students and staff in the following areas:
 - Safe Schools Training on Coronavirus Awareness:
 - Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings (9 min.)
 - Coronavirus: Cleaning and Disinfecting Your Workplace (10 min.)
 - Coronavirus: Managing Stress and Anxiety (12 min.)
 - Coronavirus: Transitioning to a Virtual Workforce (11 min.)
 - As needed, staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
 - Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- CPS and Enviroclean will systematically and frequently check and refill soap and hand sanitizers.
- Limit sharing of personal items and supplies such as writing utensils.
- Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Campuses will have structured times for student hand washing.
- Students and staff will be instructed in proper handwashing techniques.
- Students and staff will be trained in proper health hygiene and disease transmission prevention measures.
- Signage for proper hygiene practices will be posted throughout the buildings, in the restrooms, and at the entrances.
- Building systems will be adjusted to allow as much fresh air circulation as possible.
- The district will develop a protocol for maintaining the cleanliness of reusable masks.

3. Cleaning

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

Campus Cleaning Plan:

- Campuses will be cleaned throughout the instructional day.
- Custodial staffing will be realigned to allow for ongoing cleaning of touch surfaces during the instructional day.
- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- 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. No bleach or Hydrogen peroxide on screens (desktop, chromebook, ipad, phones, etc)
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, a surgical mask, and face shield when performing all cleaning activities.
- Cleaning products will be properly stored when not in use.
- Deep cleaning will occur each day after school hours. Each classroom will be cleaned/disinfected at the end of each day.
- Custodians will wear masks and gloves during work hours. Restrooms will be cleaned every 4 hours as required.

- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction. Staff will be given their own labeled spray bottle(s) to help insure there is no cross contamination. Bottles will be filled each evening with Enviro-Clean's current sanitizing solution and returned to the room they came from at each building.

Detail:

1. Initial cleaning - go through entire route and do the following:
 - a. Remove all trash and emptied pencils sharpeners (if applicable)
 - b. Check all dispensers
 - c. Pick up large debris from floor (debris that a vacuum cannot handle)
 - d. Clean and *disinfect* all surfaces (sinks, counters, student desks) using Virex II 256 (10-minute dwell time). Cleaners can use a microfiber rag dipped in Virex to wipe surfaces and leave a moist film that will dwell for 10 minutes and disinfect the surfaces.
 - e. *Disinfect* all touchpoints in the room.
 - f. Clean doors and any mirrors or side-glass.
 - g. Do high and low dusting and clean trash cans (inside and out) *per detail schedule*.
 - h. Remove all trash to the dumpster.
2. Vacuum all carpets in the entire route daily.
 - a. Edge-vacuum per detail schedule. This could also be reduced.
 - b. Ensure windows and doors are locked.
3. Full-clean and *disinfect* all restrooms en route.
4. Common-area cleaning
 - a. Vacuum carpets and rugs. A., B., and C will be completed Daily. Entries are vacuumed daily by day staff.
 - b. Dust mop hard floors. This is daily. We can adjust if we need more time for disinfecting.
 - c. Mop floor edges. This is daily. We can adjust if we need more time for disinfecting. Also, edge mopping is only done along with the autoscrubber, so if we need to "create" more disinfecting time we can reduce autoscrubber/edge mopping in halls to every other day.
 - d. Operate scrubber or mop as needed. See above.
 - e. *Disinfect* all touchpoints in hallways, lobbies, and other common areas on route.
 - f. Ensure all entry doors are locked and shut properly.
5. Clean up
 - a. Empty equipment and rinse out.
 - b. Wipe down outside of equipment with disinfectant.
 - c. Store all equipment.
 - d. Clean mop sink and closet floor as needed.

- e. Complete work orders and customer/manager requests.
6. Clock out and go home.

Additional Enviroclean Cleaning Protocols:

- Upon clocking in, all employees must confirm whether or not they have experienced any of the following in the past 24 hours. These are 1) a fever of 100.4F or higher, 2) new or worsening dry cough, 3) shortness of breath or trouble breathing, or 4) close contact in the last 14 days with anyone diagnosed with COVID-19 (within six feet for greater than fifteen minutes). If any employee answers "Yes" to even one of these, they are contacted by our HR Director and, if their response is confirmed, they are required to go home.
- Employees with confirmed COVID-19 cases will be subject to up to a 14-day quarantine depending on their specific situation and the current CDC guidelines at the time. The district will coordinate the release of any information of this nature as directed by the Kalamazoo Health Department.
- Once school is in session, we will be following the MI Safe Start Plan.
- We require the above screening protocol with interviewees, and if they answer "Yes" to any questions, they are asked to return home and reschedule the interview for 14 days later.
- Our employees are required to wear face coverings inside and, if they are within six feet of another person outside, they must also wear a face covering. They also must maintain social distancing of six or more feet inside when possible.
- We are limiting meetings with employees to as little as possible, requiring face coverings when a group meeting is required. As much as possible, we are disseminating information to employees from site-to-site rather than having whole-group meetings, to reduce the risk of exposure.
- We are requiring our employees to take isolated breaks in approved locations as well as staggered break times.
- During interviews for future candidates, we have interviewer and interviewee separated by more than 6 feet, we set up a plastic barrier between them, require wearing of masks, provide hand sanitizer, and sanitize materials such as pens before they are used by the interviewee. Also, prior to the interview, the interviewee must confirm a negative answer to all of our screening questions or they are asked to return in 14 days.
- We have a plan in place for closing off and thoroughly disinfecting any area where there is a confirmed outbreak (i.e. someone exhibiting symptoms of COVID-19 after entering a school building). This includes blocking off the affected area, and having the disinfecting specialist wear special PPE (gloves, surgical face mask, face shield, gloves, and a disposable body suit) while disinfecting the quarantined space, pursuant to CDC guidelines and Michigan's Safe Schools Roadmap.

- Our COVID-19 protocols are posted in custodial closets and (when possible) at clock-in stations.
- Confirmed onsite exposure or outbreak (i.e. symptoms) would trigger the affected employee(s) being sent home until they can truthfully answer "No" to all screening questions. The district will coordinate the release of any information of this nature as directed by the Kalamazoo Health Department.
- Once school is in session, we will be following the MI Safe Start Plan requirements and recommendations according to the appropriate Phase we are in at that time, and as they relate to our work.
- We are committed to maintaining a supply of masks onsite in case employees forget to bring their mask or lose them, etc. We also welcome employees using their own cloth face coverings as long as any artwork does not violate any apparel guidelines relevant to the location and time of year (e.g. summer vs the school year).
- We welcome dialog regarding how to coordinate disinfecting needs. Some of these needs (e.g. disinfecting classrooms between class periods, for example) may need to be done by faculty/staff/students due to logistics. However, we can augment some of these disinfecting needs through a combination of modifying our daytime employees' routines to allow for recurring disinfecting in common areas. This may require adjustments from current work hours and routines to modified work loading that allows for more disinfecting, dependent on future discussion of this between Enviro-Clean and Comstock Public Schools.

4. Athletics

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

Athletics:

- CPS will comply with all guidance published by Michigan High School Athletic Association (MHSAA).
- 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 must 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, as detailed in the subsequent "Transportation" section.

- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must 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.
- 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 scale 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. Hand sanitizer will be available in gym areas and equipment will be sanitized on a regular basis.
- Non-MHSAA activities will follow the same COVID-19 related guidelines as MHSAA activities.
- MHSAA will continue to provide guidance throughout the school year.

5. Screening

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

Screening Students and Staff

- Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff. The [Contact Tracing Infographic](#) from CDC is very helpful and linked to our website along with other helpful pieces of information at <http://www.comstockps.org/coronavirus>.
- Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines and the Kalamazoo County Health Department.

- Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.
- A monitoring form (paper or [electronic](#)) for screening employees will be used daily.
- Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.

COVID-19 Symptoms:

In evaluating whether an individual has symptoms consistent with COVID-19, the District will consider the following questions:

Has the individual recently begun experiencing any of the following in a way that is not normal for them?

Has the individual taken any drugs or medication that may reduce or alter symptoms?

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

6. Testing

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

Testing Protocols for Students and Staff and Responding to Positive Cases

- Schools must cooperate with the local public health department regarding implementing protocols for screening 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 should 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 should 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, the Kalamazoo County Health Department will coordinate [contact tracing per the Center for Disease Control](#) (CDC) (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. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing. Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.
- CPS will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.
- CPS will Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Local Health Department will initiate contact tracing, following regular public health practice. 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. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.
 - Note: schools should provide staff with guidance on confidentiality laws and statutes that 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 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- Cleaning staff should wear a surgical mask, 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.

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).

Transportation

As a response to COVID-19, CPS encourages all families, with the ability to do so, to transport children to and from school. Bus transportation will be offered; however, the standard number of transported students compromises the ability to socially distance. For this reason, students utilizing bus transportation will be required to utilize face coverings.

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
 - Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.
- Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- At the bus stop, bus riders should social distance themselves 6 feet from each other while waiting to board the bus.
- All extracurricular trips will follow transportation guidelines, and in addition requires students to be 6 feet apart unless they are siblings.

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.

CPS will follow the protocols for Phase 4 when the region is in Phase 4 and Phase 5 to provide consistency with the implementation of our educational programs.

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*.

CPS will follow the protocols for Phase 4 when the region is in Phase 4 and Phase 5 to provide consistency with the implementation of our educational programs.

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*.

None

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: August 10, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

<https://meetings.boardbook.org/Public/Organization/1037>

Link to the approved Plan posted on the District/PSA/nonpublic school website:

<http://www.comstockps.org/cms/One.aspx?pageId=691330&objectId.60649=13467830&contentType.60649=691331&parentId.60649=691332>

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: Dr. Jeffrey Thoenes

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 11, 2020

Date Submitted to State Superintendent and State Treasurer: