

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 8:00pm  
7/29/20

**Name of District:** LAWTON COMMUNITY SCHOOLS

**Address of District:** 101 PRIMARY WAY, LAWTON MI 49065

**District Code Number:** 80140

**Web Address of the District:** [www.lawtoncs.org](http://www.lawtoncs.org)

**Name of Intermediate School District:** Van Buren ISD

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

**Plan to be reviewed periodically, not greater than every  
6 months**

**Most Recent Review: January 2024**

## 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.

This plan has been further informed and supported by the [Instructional Services Department of the Van Buren Intermediate School District](#) and the [Van Buren/Cass District Health Department](#).

The plan was developed in collaboration with parents, administrators, teachers, staff and the Board of Education. Development of the plan was based on the following foundational principles:

- **SAFETY**
- **RELATIONSHIPS**
- **EQUITY**
- **EXCELLENCE**

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

## A. Phases 1-3

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.

### I. Instruction

In Phases 1-3, all instruction will be fully remote. Students will be provided with the technology necessary to fully access the curriculum including instructional meetings, recordings, and assignments. Students who qualify will also be provided with internet access.

[Elementary Continuity of Learning Plan - Fully Remote](#)

[Lawton Middle School Continuity of Learning Plan - Fully Remote](#)

[Lawton High School Continuity of Learning Plan - Fully Remote](#)

## B. Phase 4

### I. Safety Protocols

#### a. Personal Protective Equipment

1. Face Coverings will be worn by:
  - a) All staff and all students in grades preK-12 when on a school bus.
  - b) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - c) All staff when in classrooms.
  - d) All students in grades 6 and up when in classrooms.
  - e) All students in kindergarten through grade 5 when within six feet of other students or staff.
  - f) All visitors to the school building.
2. Staff who are isolated from others (i.e. those alone in offices or classrooms), may remove their masks as needed.
3. Mask exemptions for students, staff, or visitors must include written authorization from a medical doctor, physician's assistant, or nurse practitioner and be approved by the Building Principal after consultation with the Superintendent.
4. Disposable masks will be provided to all students, staff, and visitors as needed. Cloth masks will be provided to those who request them.
5. The district reserves the right to place students who repeatedly refuse to wear a mask in the district's virtual program.
6. All teachers and school office personnel will be provided with face shields.
7. The district will consider use of the Humanity Shield or approved substitute. These will be provided to teachers, staff and bus drivers upon request.
8. Bus drivers will wear masks unless they present a safety risk. Any alternative to a cloth or disposable mask for bus drivers must be approved by the Superintendent.
9. Staff who refuse to follow district mask expectations are subject to discipline up and including dismissal.
10. [CDC Guidance on Face Coverings in Schools](#)
11. [Chance of Transmission - Importance of Mask Wearing](#)

## **b. Hygiene**

1. The district will provide:
  - a) Hand sanitizer (minimum 60% alcohol) for every classroom, office, and school bus.
  - b) Students and staff will be expected to sanitize upon entering each classroom.
  - c) Hand sanitizing stations in common areas throughout each building including near the main entrance of each building.
  - d) Regular opportunities for students and staff to wash hands throughout the day.
  - e) Paper Towel dispensers in all common restrooms and elementary classrooms. Air dryers will be disabled.
  - f) Students will be taught proper hand washing technique. This will be reinforced throughout the year as needed.
  - g) Hygiene supplies will be monitored daily by custodial staff and refilled as needed.
  - h) To the extent feasible, sharing of classroom supplies and materials will be limited.
  - i) Proper hygiene practices will be taught with signs posted in common areas.

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

1. As feasible, desks will be placed 6 feet apart in classrooms. With full student attendance, the district does not guarantee that this standard will be met in all instructional settings.
2. Wherever possible, tables will be replaced with individual student desks.
3. As feasible, all student desks will be facing in the same direction.
4. As feasible, teachers and staff will maintain 6 feet of distance between themselves and students and at no time will remain within 6 feet of a student for more than 10 minutes.
5. Indoor assemblies that bring together students from more than one classroom will be prohibited.
6. Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. Certain essential functions will be exempt from this guideline (i.e. agency officials necessary to promote the health and safety of students or staff). All adult guests entering the building will complete a self screening for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. The district does reserve the right to require visitors to be temperature checked upon entering any building.
7. Where appropriate, signs and markers will be placed in buildings indicating appropriate social distances.
8. As feasible, schedules will be adjusted to minimize student interaction or congregating in common spaces.
9. As feasible, use of student lockers will be limited to minimize student interaction.
10. Office desks will be equipped with a plastic barrier. Teacher desks will also be equipped with a barrier upon teacher request.
11. Drinking fountains will be disabled with the exception of bottle filling stations.

### **d. Cleaning**

1. Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with an EPA-approved disinfectant.
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. All classrooms will be provided spray bottles and/or disinfectant wipes with EPA-approved disinfectant or diluted bleach solution, paper towels, face shield and gloves in order to address new cleaning protocols. Staff will be provided and wear gloves, a mask and face shield when cleaning.
5. Classroom teachers or available staff 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. All classrooms will have the appropriate EPA-approved disinfectant or diluted bleach solution in their rooms.
6. All staff responsible for cleaning will be provided proper training

- on the cleaning process.
7. To the extent considered allowable and safe, students will assist with disinfecting of their personal materials and desks.
  8. Playground equipment will be disinfected at least once weekly.

#### **e. Athletics**

1. The district will develop athletic policies and procedures that are consistent with all requirements of Governor Whitmer's executive order in place and should align with, as is practicable, with guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
2. [Latest Guidance from MHSAA](#)

#### **f. Screening**

1. The district will cooperate with the county health department regarding protocols for screening students and staff.
2. Families are strongly encouraged to screen and monitor their child's health daily before sending them to school. Children demonstrating any symptoms associated with Covid-19 should remain at home until symptoms are no longer present. The district does reserve the right to temperature check students at any time.
3. All staff will be expected to conduct a self-screening for health symptoms including daily temperature check. Verification of self-screening will be provided daily for all staff using district developed processes (Google Form or equivalent). The district does reserve the right to require staff to conduct an onsite temperature check daily upon arrival.
4. Students who become ill with possible Covid symptoms will be quarantined and monitored by school staff equipped with appropriate PPE. Parents will be contacted immediately to pick up the student from school. Parents or designated individuals must be immediately responsive to calls from the school.
5. Students and staff demonstrating symptoms will be kept home until they have been tested negative for Covid-19 or have been released from isolation according to CDC or/ Health Department guidelines.
6. The district will use the temperature standard of 100.4 degrees or greater to determine if students or staff are ill enough to stay home or be sent home.

#### **g. Testing**

1. The district will cooperate with the local public health department regarding implementing protocols for screening students and staff.
2. Positive tests for employees and/or exposure to a COVID positive individual will result in a required quarantine away from school for 14 days.
3. The district will comply with state and federal laws regarding compensation for COVID related absences. Once all state or federally mandated, paid absences are used, staff unable to work will be expected to use available leave time. If no leave time is available, the employee will go unpaid.
4. As feasible given available staff supervision, teachers will be

- allowed to work remotely while in quarantine.
5. Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
  6. The decision to close a classroom or school following a positive COVID case will be based on guidance from the county health department.
  7. Resources:
    - a) [Do I need to quarantine? \[CDC\]](#)
    - b) [What to do if you are sick \[CDC\]](#)
    - c) [Ending Isolation - Returning to School or Work \[CDC\]](#)

## **h. Food Service**

1. Cafeterias will only be used if 6 feet of social distancing can be observed.
2. At the Elementary level, meals will be delivered to each classroom according to a schedule developed by the Building Principal. The schedule will strive to provide a duty free lunch for all teachers by utilizing available staff for student lunch-time supervision.
3. At the Secondary level, students will utilize the kitchen to receive meals but will be seated in alternative locations that allow social distancing.
4. All meal preparation and distribution will observe the appropriate guidelines for safe serving.

## **i. Gatherings and Extracurricular Activities**

1. At this time no indoor assemblies will be held at the elementary and secondary buildings. All essential presentations will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
2. Elementary students will be allowed to use the playground. Recess schedules will be altered to minimize the number of students on the playground at one time.
3. All field trips are suspended, this will be reviewed as we move to Phase 5.
4. All extracurricular activities will require face covering. School dances and events over 50 students will be temporarily discontinued and will be evaluated as we move to the next phase. All social distancing requirements will be in place, so events will be outside or in large ventilated areas.

## **j. Busing and Student Transportation**

1. All buses will be equipped with disinfectant spray systems. The interior of the bus including all seats, walls, windows, and handrails will be disinfected by each driver before each run.
2. Each bus will be equipped with hand sanitizer that each driver and rider will be expected to use upon entering the bus.
3. All staff and students preK-12 will wear facial coverings while on the bus unless there is a medical or other reasonable exception as outlined in the Return to School Roadmap.



4. When feasible, doors and windows will remain open for cleaning and increased air circulation.
5. Students that become sick while at school will not be transported in a vehicle used for group transportation.
6. As feasible, any bus that transported a COVID-19 positive student or driver will sit for at least 24 hours before cleaning and disinfecting. Affected buses can be used immediately after cleaning and disinfection.

## **k. Facilities**

1. Building access will be limited at all times. Exterior doors will be locked at all times with the exception of brief windows of time during which students are entering the building.
2. Air filters in all buildings will be monitored regularly and changed at least monthly complying with ASHRAE standards.
3. The district will explore air-quality enhancement strategies (MERV 13 air filters, UV light filtration, increased humidity, etc).
4. The Operations Director shall ensure enhanced air flow in all buildings by increasing the amount of time daily that air handlers are operating (i.e. increasing the amount of outside air).

## **l. Medically Vulnerable Students and Staff**

1. School staff will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.

# **II. Mental and Social-Emotional Health**

1. Our district will implement a mental health screening for all students. The screening tool we use will be age-appropriate and compliant with HIPAA and FERPA policies. [see sample google form]
2. Protocol for identification and rapid referral of at-risk students will be developed.
3. Professional development for staff on topics including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma will be provided.
4. Staff will be provided with self-care resources including resiliency strategies.
5. The district will activate communication channels for school stakeholders to address mental health concerns resulting from COVID-19 (for example, a telephone hotline such as [OK2Say](#) or a designated email)
6. The district will communicate with parents and guardians, via a variety of channels, return to school transition information

including:

- a) Destigmatization of COVID-19;
- b) Understanding normal behavioral response to crises;
- c) General best practices of talking through trauma with children; and
- d) Positive self-care strategies that promote health and wellness.

### **III. Professional Learning**

1. Teachers will be provided with professional learning opportunities that support the unique needs created by our instructional program options including supporting virtual learning.
  - a) [Professional Learning Opportunities 20-21](#)

### **IV. Instruction**

1. Stakeholder feedback was collected via surveys and meetings. This feedback was considered in the development and adjustment of all instructional programs.
  - a) Parent surveys were distributed on June 2 and July 8, 2020.
2. Instruction in all core content areas will focus on essential standards and assessment strategies developed by teachers at each grade level or content area.
3. As needed, IEP's and 504 plans will be revised as needed based on the selected mode of instruction.
  - a) Buildings will attempt to schedule IEP meetings around available teacher time with virtual meetings utilized whenever possible.
  - b) Progress of students with IEP's or 504 plans will be closely monitored by the case manager and service providers.
4. A professional development plan will be developed that addresses the needs of teachers as identified on a teacher survey.
  - a) [Link to Aug. 19 Planned Professional Development Agenda](#)
5. Parent orientation sessions will be provided on the various learning options.
6. Curriculum and materials
  - a) All teachers will be provided with Chromebooks to support their work with onsite and virtual students.
  - b) Necessary textbooks, materials, and technology devices will be provided to students in all instructional programs.
  - c) Internet service will be provided to students who qualify and demonstrate need according to standards to be developed by district administration.
  - d) It is the goal of the district to transition to a 1:1 device plan for all students in grades 3-12. This plan will be implemented as devices become available.
7. Intervention programs will be implemented and provided to students based on benchmark assessments, progress monitoring, and level of success within assigned courses.
8. Schedules and Routines
  - a) All students in grades K-12 will be provided with (2) options. In-person instruction or virtual (at home)

instruction.

(1) In-Person

- (a) Students will attend classes onsite 4 days/week. Wednesdays will be remote learning days for all students. Teachers may work remotely on Wednesdays as they are able to satisfy their duties.
- (b) Students will receive a full schedule of courses consistent with course offerings in each building.
- (c) Elementary students will remain in their cohort group and classroom utilizing push-in support, programs, and enrichments to the extent possible.

(2) Virtual

- (a) Grades 6-12 - All students will be enrolled in Apex learning courses with daily access to content area teachers and weekly check-ins with a teacher mentor.
- (b) Support will be available to students daily during designated teacher office hours.
- (c) All virtual students are required to participate in content based conversations with teachers or mentors at least once per week.
- (d) High School and Middle School students selecting the Apex program must remain in that instructional program through at least the first trimester. These students must also demonstrate an acceptable level of progress within the Apex program before resuming in-person instruction.
- (e) Grades K-5 will utilize the Google Classroom platform for instruction, assignment, presentation and collection of course material and student work.
- (f) *Define expectations for student work, 2-way communication, weekly check-in or small group instruction.*

*\*\*Note: To ensure that all students receive quality educational experiences and that the needs of teachers and staff are met, regular communication amongst teachers, building leaders, students and parents will be paramount.*

## **C. Phase 5**

The District intends to comply fully with all Strongly Recommended protocols from the Return To School Roadmap for Phase 5.

Upon moving to Phase 5, the District will assess all existing programs and protocols and adjust as deemed safe and appropriate. If this happens during the school year, the district will gradually phase in any changes to policy or protocol.

**Instruction:** the District will transition to a 5-day school week for onsite learners. Virtual learning programs will remain available to all students in Grades K-12.

## 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 11, 2020**

**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: Chris Rice, Superintendent**

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

**Date Submitted to State Superintendent and State Treasurer:**

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***No ISD Approval for these plans.***

***Plans must be approved by your local Board of Education (include Board Agenda and Approval Minutes links in this plan)***

**SEND TO [CMANSON@VBISD.ORG](mailto:CMANSON@VBISD.ORG) OR [JMILLS@VBISD.ORG](mailto:JMILLS@VBISD.ORG) FOR FINAL BULK SUBMISSION TO MDE**