

Boyne Falls Public School

COVID-19

Preparedness and Response Plan

Executive Order 2020-142 District Preparedness Plan

Revised 9:00 A.M., 07/30/2020
Approved 7:00 P.M., 08/11/2020

Name of District: Boyne Falls Public School

Address of District: 01662 M-75 South Boyne Falls, MI 49713

District Code Number: 15030

Web Address of the District: www.boynefalls.org

Name of Intermediate School District: Charlevoix-Emmet Intermediate School District

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

Boyne Falls Public School agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ Boyne Falls Public School assures that when it provides in-person instruction to its students without disabilities, Boyne Falls Public School will also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ Boyne Falls Public School 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.
- ✓ Boyne Falls Public School 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.
- ✓ Boyne Falls Public School 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.
- ✓ Boyne Falls Public School 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.
- ✓ Boyne Falls Public School 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.
- ✓ Boyne Falls Public School 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.
- ✓ Boyne Falls Public School 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.
- ✓ Boyne Falls Public School 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.
- ✓ Boyne Falls Public School 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:

Phases 1-3 Safety Protocols

Below are the protocols that Boyne Falls Public School will follow when the region in which Boyne Falls Public School is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

Describe how Boyne Falls Public School 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 Boyne Falls Public School 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.

See attachment for Continuity of Learning Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
Personal Protective Equipment and Hygiene			
Required			
Schools are closed for in-person instruction.	The district will close for in-person instruction.	Administration	X
Spacing and Movement			
Required			
Schools are closed for in-person instruction.	The district will close for in-person instruction.	Administration	X
School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.	In phases 1-3, the school district will close. No child care will be provided.	Administration	X

School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.	The district will follow the guidelines set forth by the Governor's office.	Administration	X
Screening Students			
<u>Required</u>			
Schools are closed for in-person instruction.	The district will close for in-person instruction.	Administration	X
Responding to Positive Tests Among Staff and Students			
<u>Required</u>			
Schools are closed for in-person instruction.	The district will close for in-person instruction.	Administration	X
Food Service, Gathering and Extracurricular Activities			
<u>Required</u>			
Schools enact food distribution programs.	The district will provide breakfasts and lunches to students and families via curbside pick-up.	Food Service Director	X
All inter-school activities are discontinued.	No inter-school activities will take place.	Administration	X
After-school activities are suspended.	No after-school activities will take place.	Administration	X
Athletics			
<u>Required</u>			
All athletics are suspended.	No athletic activities will take place.	Administration & Athletic Staff	X
Cleaning			
<u>Required</u>			
Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.	The district will close for in-person instruction and the cleaning practices will adjust accordingly.	Administration & Custodial staff	X
Busing and Student Transportation			
<u>Required</u>			
All busing operations are suspended.	The district will close for in-person instruction. Busing operations will be suspended.	Administration	X

Phase 4 Safety Protocols

Below are the protocols that Boyne Falls Public School will follow when the region in which Boyne Falls Public School is located is in **Phase 4** of the Michigan Safe Start Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
Personal Protective Equipment			
<u>Required</u>			
Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.	All staff members who can medically tolerate a facial covering will wear one. Documentation from the medical professional stating the reason for exemption will be required.	Administration & All Staff	X
PreK-5 and special education teachers should consider wearing clear masks.	We will have clear masks available for preschool, K-5, and special ed teachers.	Administration & All Staff	X
Homemade facial coverings must be washed daily.	The district will advise families to wash masks daily.	Administration	X
Disposable facial coverings must be disposed of at the end of each day.	Disposable facial coverings will be disposed of at the end of the day.	All Staff	X
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 must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.	All staff members who can medically tolerate a facial covering will wear one. All students who can medically tolerate a facial covering will wear one when using school transportation.	Administration & All Staff	X
Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.	All preK-12 students who can medically tolerate a facial covering will wear one in hallways and common areas.	All Staff & Students	X
Homemade facial coverings must be washed daily.	The district will advise families to wash masks daily.	Administration	X
Disposable facial coverings must be disposed of at the end of each day.	Disposable facial coverings will be disposed of at the end of the day.	All Staff	X
Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.	The district will comply with MDE guidance.	Administration	X

Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.	All 6-12th grade students who can medically tolerate a facial covering will wear one in the classrooms.	All Staff & Students	X
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.	K-5 students will be kept in a self-contained cohort. K-1 grade students may be allowed to remove facial coverings while seated in the classroom. 2-5th grade students will wear facial coverings.	All Staff & Students	X
<u>Strongly Recommended</u>			
Facial coverings should be considered for K-5 students and students with special needs in classrooms.	K-5 students will be kept in a self-contained cohort. K-1 grade students may be allowed to remove facial coverings while seated in the classroom. 2-5th grade students will wear facial coverings.	All Staff & Students	X
Facial coverings should be considered for preK students and students with special needs in hallways and common areas.	Pre-K and students with special needs will wear facial coverings in the hallways and common areas.	All Staff & Students	X
Facial coverings are not recommended for use in classrooms by children ages 3 and 4.	Facial coverings will not be worn in classrooms by children ages 3 and 4.	All Staff & Students	X
Facial coverings should never be used on children under age 2.	Facial coverings will not be used on children under age 2.	All Staff & Students	X
<u>Hygiene</u>			
<u>Required</u>			
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).	All necessary supplies will be provided by the district.	Custodial Staff & Administration	X
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.	The students will be taught proper handwashing utilizing videos and conversations.	All Staff & Students	X
<u>Strongly Recommended</u>			
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.	The students will be taught how to cough and sneeze into elbows and tissues. Signs may be posted in the classrooms.	All Staff & Students	X
Systematically and frequently check and refill soap and hand sanitizers.	The day time custodian will systematically and frequently check soaps and sanitizers throughout the day.	Custodial Staff & Administration	X
Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.	Teachers will schedule time for handwashing.	All Staff & Students	X
Limit sharing of personal items and supplies such as writing utensils.	Students will be required to keep their own materials.	All Staff & Students	X
Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.	Students will keep personal items separated.	All Staff & Students	X
Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.	Teachers will work to limit shared materials. If materials are shared, they will be disinfected after each use.	All Staff & Students	X

Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	Hand sanitizers will be installed in every classroom and portable stations will be set up throughout other parts of the building.	Custodial Staff & Administration	X
<u>Spacing, Movement, and Access</u>			
<u>Strongly Recommended</u>			
Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.	Desks will be spaced out to accommodate social distancing measures.	All Staff & Administration	X
In classrooms where large tables are utilized, space students as far apart as feasible.	Students will be spaced out as much as possible.	All Staff & Administration	X
As feasible, arrange all desks facing the same direction toward the front of the classroom.	Desks will face in the same direction.	All Staff & Administration	X
Teachers should maintain six feet of spacing between themselves and students as much as possible.	Teachers will maintain six feet of spacing as much as possible.	All Staff & Administration	X
Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.	Unless it is an emergency, the district will ask family members and guests to wait outside of the school building.	Administration	X
Post signage to indicate proper social distancing.	Signage will be posted.	Administration	X
Floor tape or other markers should be used at six foot intervals where line formation is anticipated.	Markers will be utilized.	Administration	X
Provide social distancing floor/seating markings in waiting and reception areas.	Social distancing will be promoted and markers will be utilized.	Administration	X
Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	Signage will be posted.	Administration	X
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.	Sign in forms, screening measures, facial coverings, and sanitizing will be required and utilized.	Administration	X
<u>Recommended</u>			
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	Teachers will be encouraged to open classroom windows.	All Staff & Students	X
As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.	The district will cohort students when appropriate.	Staff & Administration	X
As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	"Specials" will be brought to students as much as possible.	Staff & Administration	X
If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can	BF student population and classroom sizes should allow ample space to accommodate safe social distancing.	Staff & Administration	X

engage virtually, especially if family members work and children cannot be home alone.			
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	Efforts will be made to observe social distancing guidelines and limit numbers of persons in the hallways.	Staff & Administration	X
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	Staff will monitor arrival and dismissal times to discourage congregating.	Staff & Administration	X
Where possible, physical education should be held outside and social distancing of six feet should be practiced.	Physical education will be held outside or socially distanced.	Staff & Administration	X
Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access.	Not applicable		
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.	Hallway traffic will be controlled as much as possible.	Staff & Administration	X
Entrances and exits should be kept separate to keep traffic moving in a single direction.	Entrances & exits will be monitored and controlled.	Staff & Administration	X
<u>Screening Students and Staff</u>			
<u>Required</u>			
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	Admin will administer temperature checks and screen for symptoms when students arrive at school. Screenings will take place in the main entrance, and students presenting a symptom will not be allowed further than the designated quarantine space (in the office). Parents are required to agree to and sign COVID-19 Parent Disclaimer prior to school entry.	Admin/Office Staff	X
<u>Strongly Recommended</u>			
Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.	The designated quarantine area is the extra "secretary" room within the main office. Office staff and administration will care for students who become ill at school.	Office Staff	X
Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical 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.	Students who become ill will be placed in a designated "secretary" room that is identified as a quarantine space. The staff member caring for the student will wear an N95 mask and will have a shield available when interacting with the student. According to COVID-19 Parent Disclaimer, once a parent is called, the student must be picked up within 1 hour.	Office Staff	X
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.	Students will be screened for symptoms (including temperature check). School will require students to be symptom free according to CDC guidelines or provide written documentation to show negative test results.	Admin/Office Staff will do screening prior to reentry to school building	X

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.	Staff will be responsible for completing self-exams prior to entering the building. If a staff member has a temperature of 100.4 or greater or is presenting symptoms, office staff will be notified immediately to determine a plan of action.	All Staff	X
Recommended			
A monitoring form (paper or electronic) for screening employees should be developed.	We will continue to utilize the paper monitoring form currently in place. Staff members will answer screening questions and document temperature upon arrival.	All Staff	X
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.	Families have agreed to check their child's temperature at home every morning and students with a temperature of 100.4 or greater will stay home. Families must provide proof of doctor visit or COVID-19 testing if symptoms of COVID-19 are present.	Parent/Guardian Office Staff will track	X
Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.	If a child shows symptoms, including temperature of 100.4 or higher, cough or shortness of breath, families agree to keep the student home from school and show proof of Doctor visit to return, per signed COVID-19 Parent Disclaimer.	Parent/Guardian Office Staff will track	X
<u>Testing Protocols for Students and Staff and Responding to Positive Cases</u>			
Required			
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	The district will fully cooperate with the local health department.	Administration	X
Strongly Recommended			
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.	If a student becomes ill, he/she will be quarantined and a parent will be contacted. The district will encourage the parent to transport the student to a doctor or hospital for testing.	Office Staff	X
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.	All staff will wear a mask and the staff member will be advised to receive testing.	Administration	X
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.	Students and staff will be advised to stay home until tested negative or symptom free and released from isolation.	Administration	X
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.	Families will be notified of positive cases of COVID-19.	Administration	X
In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. 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.	The district will work cooperatively with the local health department to notify any close contacts.	Administration	X

Recommended			
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.	Families have agreed to check their child's temperature at home every morning and students with a temperature of 100.4 or greater will stay home. Families will be encouraged to consider testing if symptoms are present.	Parent/Guardian Office Staff will track	X
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	If a child shows symptoms, including temperature of 100.4 or higher, cough or shortness of breath, families agree to keep the student home from school and show proof of doctor visit to return, per signed COVID-19 Parent Disclaimer.	Parent/Guardian Office Staff will track	X
<u>Responding to Positive Tests Among Staff and Students</u>			
<u>Required</u>			
All schools, public and private, must 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.	The district will fully cooperate with the local health department.	Administration	X
<u>Strongly Recommended</u>			
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 district will notify the local health department immediately of possible COVID-19 cases.	Administration	X
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 Safety Protocols 26 Governor Gretchen Whitmer MI Return To School Roadmap require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	The district will fully cooperate with the local health department.	Administration	X
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).	The district will provide staff with guidance on confidentiality laws and statutes.	Administration	X
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.	District employees will work cooperatively with the local health department to coordinate return to work.	All Staff & Administration	X

Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.	Custodians will wear all necessary personal protection equipment.	Custodial Staff	X
If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	Affected areas will be closed for 24 hours before cleaning.	Custodial staff & Administration	X
<u>Food Service, Gathering, and Extracurricular Activities</u>			
<u>Required</u>			
Prohibit indoor assemblies that bring together students from more than one classroom.	No indoor gatherings from more than one classroom will be held.	All Staff & Students	X
<u>Recommended</u>			
Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.	If distancing guidelines cannot be met, classrooms or outdoor areas will be used for meals.	Food Service & Administration	X
If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.	If the cafeteria is used, social distancing will be observed.	Food Service & Administration	X
Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	Food service staff will use barrier protection.	Food Service & Administration	X
Students, teachers, and food service staff should wash hands before and after every meal.	Hand washing will be performed.	Food Service & Administration	X
Students, teachers, and staff should wash hands before and after every event.	Hand washing will be performed	Food Service & Administration	X
Large scale assemblies of more than 50 students are suspended.	No large scale assemblies will be held.	Food Service & Administration	X
Off-site field trips that require bus transportation to an indoor location are suspended.	No field trips will be scheduled.	Administration	X
Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.	Recess will be held outside while observing distancing. Facial coverings will be worn if more than one class is outside.	All Staff & Students	X
If possible, school-supplied meals should be delivered to classrooms with disposable utensils.	If necessary, meals and disposable utensils will be delivered to the classrooms.	Food Service & Administration	X
If possible, schools should offer telecasting of assemblies and other school-sanctioned events.	If necessary, events will be telecasted.	Administration	X
Extracurricular activities may continue with the use of facial coverings.	Facial coverings will be used at extracurricular activities.	Administration	X
<u>Athletics</u>			
<u>Required</u>			
Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).	We will comply with all guidance published by the Michigan High School Athletic Association and the National Federation of State High School Associations.	Athletic Director & Administration	X

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.	Students, teachers, and staff must use proper hand hygiene techniques before and after each practice, event, or other gathering. Every participant will confirm that they are healthy and without any symptoms prior to any event, by initialing the health checklist. Visiting teams are responsible for screening their team members.	Athletic Director & Administration	X
All equipment must be disinfected before and after use.	All equipment must be disinfected before and after use by coaches and players.	Athletic Staff & Student Athletes	X
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 "Busing and Student Transportation" section.	Guidelines from the "Busing and Student Transportation" section will be followed for Inter-School competitions.	Transportation Staff	X
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.	Spectators will be required to wear face masks and observe six feet social distancing. Screenings, including temperature checks, will be completed upon entering. Sanitizer will be provided.	Athletic Director & Administration	X
Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	Water bottles must be provided from home and no shared handling.	Athletic Staff & Student Athletes	X
Handshakes, fist bumps, and other unnecessary contact must not occur.	Handshakes, fist bumps, and other unnecessary contact will not occur.	Athletic Staff & Student Athletes	X
Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.	Physical conditioning will only take place outside, while maintaining social distancing.	Athletic Staff & Student Athletes	X
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.	No large scale indoor event will be held. For outdoor events, social distancing guidelines will be promoted.	Athletic Director & Administration	X
Cleaning			
<u>Required</u>			
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.	The district will disinfect all frequently touched surfaces every four hours.	Custodial staff	X
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.	The district will perform cleaning after every class period.	Teachers and staff	X
Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	The district will provide all necessary supplies to disinfect student desks after every class period.	Teachers and students	X

Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.	Normal routine will continue to be followed.	Custodial staff	X
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.	The district will ensure the safe storage of cleaning and disinfecting products.	All district employees	X
Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.	All staff will be provided with the necessary supplies.	All district employees	X
<u>Busing and Student Transportation</u>			
<u>Required</u>			
Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.	Sanitizing stations will be installed on the buses and students will be required to use sanitizer as they enter the bus.	Transportation Staff	X
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.	Students and bus drivers will wear face masks at all times. The bus drivers will provide disposable masks when students do not have one available.	All Staff, including Transportation Staff, and Students	X
Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.	Bus drivers will use foggers to disinfect the bus before and after every route.	Transportation Staff	X
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.	Bus drivers will disinfect the driver's cockpit and surrounding areas prior to morning and afternoon routes.	Transportation Staff	X
Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.	Bus drivers will daily disinfect all equipment being used on the bus.	Transportation Staff	X
Create a plan for getting students home safely if they are not allowed to board the vehicle.	If students are not allowed to ride home for the afternoon route, students will remain in the care of the school until an approved person can pick up the student. If a student is not allowed to ride in the morning, students will remain at the bus stop and parents will be notified.	Transportation Staff will notify the office via bus radio, and office staff would contact parent/guardian	X
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.	If a student becomes sick during the day, parents/guardians will be notified and required to pick up from school. Staff will be sent home and will require a doctor's note or proof of negative test results to return. (See Screening Students and Staff Section)	All Staff	X
Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	Bus drivers will keep doors and windows open when cleaning the vehicle and between trips.	Transportation Staff	X
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.	Weather permitting we will allow students to open windows increasing the air circulation.	Transportation Staff	X

Medically Vulnerable Students and Staff (page 28)			
<u>Strongly Recommended</u>			
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.	All current plans will be reviewed regularly and accommodations will be made to decrease to risk of exposure.	Administration	X
Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	A process will be created and followed that will allow families and staff to self-identify levels of risk.	Administration	X
<u>Recommended</u>			
Pertaining to medically vulnerable students, revise the school's remote learning plan to incorporate feedback and input from teachers, families, students, and school leaders and improve its effectiveness. Share it with all involved stakeholders.	The district will solicit feedback from all stakeholders regularly to improve effectiveness of plans. Information will be shared with all stakeholders.	Administration	X
Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should have N95 masks.	N95 masks and shields will be available.	Administration	X
Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible. Meaningfully engage and consult with local bargaining units.	All measures will be taken to limit exposure and decrease risk for all staff.	Administration	X

Phase 5 Safety Protocols

Below are the protocols that Boyne Falls Public School will follow when the region in which Boyne Falls Public School is located is in **Phase 5** of the Michigan Safe Start Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
Personal Protective Equipment			
<u>Strongly Recommended</u>			
Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.	All staff members who can medically tolerate a facial covering will wear one.	Administration & All Staff	X

PreK-5 and special education teachers should consider wearing clear masks.	We will have clear masks available for preschool, K-5, and special ed teachers.	Administration & All Staff	X
Homemade facial coverings should be washed daily.	The district will advise families to wash masks daily.	Administration	X
Disposable facial coverings should be disposed of at the end of each day.	Disposable facial coverings will be disposed of at the end of the day.	All Staff	X
Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.	All preK-12 students who can medically tolerate a facial covering will wear one in hallways and common areas.	All Staff & Students	X
Homemade facial coverings should be washed daily.	The district will advise families to wash masks daily.	Administration	X
Disposable facing coverings should be disposed of at the end of each day.	Disposable facial coverings will be disposed of at the end of the day.	All Staff	X
Recommended			
Facial coverings should be considered for preK students and students with special needs in hallways and common areas.	Pre-K and students with special needs will wear facial coverings in the hallways and common areas.	All Staff & Students	X
Facial coverings are not recommended for use in classrooms by children ages 3 and 4.	Facial coverings will not be worn in classrooms by children ages 3 and 4.	All Staff & Students	X
Facial coverings should never be used on children under age 2.	Facial coverings will not be used on children under age 2.	All Staff & Students	X
Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.	If students are in mixed groups, facial covering will be worn. K-5 students will be kept in a self-contained cohort. K-1 grade students may be allowed to remove facial coverings while seated in the classroom. 2-5th grade students will wear facial coverings.	All Staff & Students	X
Facial coverings should be worn in classrooms by grades 6-12 students. Any student who cannot medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.	All 6-12th grade students who can medically tolerate a facial covering will wear one in the classrooms.	All Staff & Students	X
Gloves are not required except for custodial staff or teachers cleaning their classrooms.	Gloves will be worn for cleaning.	All Staff	X
Hygiene			
Strongly Recommended			
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).	All necessary supplies will be provided by the district.	Custodial Staff & Administration	X

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.	The students will be taught proper handwashing utilizing videos and conversations	All Staff & Students	X
Educate staff and students 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.	The students will be taught how to cough and sneeze into elbows and tissues. Signs may be posted in the classrooms.	All Staff & Students	X
Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.	Teachers and students will sanitize their hands after changing classrooms.	All Staff & Students	X
Recommended			
Systematically and frequently check and refill soap and hand sanitizers.	The day time custodian will systematically and frequently check soaps and sanitizers throughout the day.	Custodial Staff & Administration	X
Students and teachers should have scheduled handwashing with soap and water every 2-3 hours.	Teachers will schedule time for handwashing.	All Staff & Students	X
Limit sharing of personal items and supplies such as writing utensils.	Students will be required to keep their own materials.	All Staff & Students	X
Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.	Students will keep personal items separated.	All Staff & Students	X
Limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.	Teachers will work to limit shared materials. If materials are shared, they will be disinfected after each use.	All Staff & Students	X
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	Hand sanitizers will be installed in every classroom and portable stations will be set up throughout other parts of the building.	Custodial Staff & Administration	X
Spacing, Movement, and Access			
Recommended			
Spacing is six feet between desks to the extent that it is feasible.	Desks will be spaced out to accommodate social distancing measures.	All Staff & Administration	X
Class sizes should be kept to the level afforded by necessary spacing decisions.	Class sizes will be kept appropriate for spacing decisions.	All Staff & Administration	X
In classrooms where tables are utilized, space students as far apart as feasible.	Students will be spaced out as much as possible.	All Staff & Administration	X
Arrange all desks facing the same direction toward the front of the classroom.	Desks will face in the same direction.	All Staff & Administration	X
Teachers should try to maintain six feet of spacing between themselves and students as much as possible.	Teachers will maintain six feet of spacing as much as possible.	All Staff & Administration	X
Post signage to indicate proper social distancing.	Signage will be posted.	Administration	X
Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.	Markers will be utilized.	Administration	X
Provide social distancing floor/seating markings in waiting and reception areas.	Markers will be utilized.	Administration	X

Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	Social distancing will be promoted and signage/markers will be utilized.	Administration	X
Post signs on the doors of restrooms to indicate proper social distancing.	Signage will be posted.	Administration	X
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	Weather permitting, classroom windows will be opened.	All Staff & Administration	X
As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.	As much as possible, groups of students will remain in cohorts.	All Staff & Administration	X
As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	"Specials" will be brought to students as much as possible.	Staff & Administration	X
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.	Hallways will be divided and either side will flow in one direction.	Staff & Administration	X
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be used if feasible to minimize the number of persons in the hallways as able.	Efforts will be made to keep distance in the hallways.	Staff & Administration	X
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	Staff will monitor arrival and dismissal times to discourage congregating.	Staff & Administration	X
Boarding schools should seek guidance from MDHHS regarding spacing, movement, and facility access	Not applicable		
<u>Screening Students, Staff, and Guests</u>			
<u>Strongly Recommended</u>			
Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.	The designated quarantine area is the extra "secretary" room within the main office. Office staff and administration will care for students who become ill at school.	Office Staff	X
Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical 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.	Students who become ill will be placed in a designated "secretary" room that is identified as a quarantine space. The staff member caring for students will wear an N95 mask and will have a shield available when interacting with students. According to COVID-19 Parent Disclaimer, once a parent is called, students must be picked up within 1 hour.	Office Staff	X
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.	Students will be screened for symptoms (including temperature check) and school will require written documentation to show negative test results.	Admin/Office Staff will do screening prior to reentry to school building	X
Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	Strict records of all visitors and non-school employees will be kept.	Office Staff	X

Recommended			
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.	Staff will be responsible for completing self-exams prior to entering the building. If a staff member has a temperature of 100.4 or greater or is presenting symptoms, office staff will be notified immediately to determine a plan of action.	All Staff	X
Any parents or guardians entering the building should wash or sanitize hands prior to entry.	Parents and guardians will be encouraged to wash or sanitize hands prior to entry to the building.	Administration	X
Parents or guardians are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.	Except under extenuating circumstances, parents and guardians will be requested to stay outside of the building.	Office Staff & Administration	X
Parents or guardians are encouraged to check their children's temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if no other explanation is available.	Families have agreed to check their child's temperature at home every morning and students with a temperature of 100.4 or greater will stay home. Families will be encouraged to consider testing if symptoms are present.	Parent/Guardian Office Staff will track	X
Parents or guardians are encouraged to ask their children or monitor for symptoms of COVID-19, including cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt parents or guardians to keep the student home from school.	If a child shows symptoms, including temperature of 100.4 or higher, cough or shortness of breath, families agree to keep the student home from school and show proof of Doctor visit to return, per signed COVID-19 Parent Disclaimer.	Parent/Guardian Office Staff will track	X
Entrances and exits should be kept separate to keep traffic moving in a single direction.	Traffic will be kept moving in a single direction.	Administration	X
Testing Protocols for Students and Staff and Responding to Positive Cases			
Strongly Recommended			
Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.	If a student becomes ill, he/she will be quarantined and a parent will be contacted. The district will encourage the parent to transport the student to a doctor or hospital for testing.	Office Staff	X
Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.	All staff will wear a mask and the staff member will be advised to receive testing.	Administration	X
Parents and guardians should be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.	Families will be notified of positive cases of COVID-19.	Administration	X
Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.	Students will be screened for symptoms (including temperature check) and school will require written documentation to show negative test results.	Admin/Office Staff will do screening prior to reentry to school building	X

In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.	The district will work cooperatively with the local health department to notify any close contacts.	Administration	X
Recommended			
Parents or guardians are encouraged to check student's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 greater must stay home and consider COVID-19 testing if no other explanation is available.	Families have agreed to check their child's temperature at home every morning and students with a temperature of 100.4 or greater will stay home. Families will be encouraged to consider testing if symptoms are present.	Parent/Guardian Office Staff will track	X
Parents or guardians are encouraged to monitor for symptoms of COVID-19, including any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the parent or guardian to keep the student home from school and seek out testing.	If a child shows symptoms, including temperature of 100.4 or higher, cough or shortness of breath, families agree to keep the student home from school and show proof of Doctor visit to return, per signed COVID-19 Parent Disclaimer.	Parent/Guardian Office Staff will track	X
Responding to Positive Tests Among Staff and Student			
Strongly Recommended			
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 district will notify the local health department immediately of possible COVID-19 cases.	Administration	X
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.	The district will fully cooperate with the local health department.	Administration	X
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).	The district will provide staff with guidance on confidentiality laws and statutes.	Administration	X
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.	District employees will work cooperatively with the local health department to coordinate return to work.	All Staff & Administration	X
Recommended			

If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	Affected areas will be closed for 24 hours before cleaning.	Custodial staff & Administration	X
Cleaning staff should wear a surgical mask when performing cleaning of these areas along with gloves and face shield.	Custodians will wear all necessary personal protection equipment.	Custodial Staff	X
<u>Food Service, Gathering, and Extracurricular Activities</u>			
<u>Strongly Recommended</u>			
Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	Food service staff will use barrier protection.	Food Service & Administration	X
Students, teachers, and cafeteria staff wash hands before and after every meal.	Hand washing will be performed.	Food Service & Administration	X
All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.	All executive orders will be followed.	Administration	X
If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.	All guidelines regarding field trips will be followed.	Administration	X
<u>Recommended</u>			
If possible, classrooms should be used for eating in place, taking into consideration food allergies.	If necessary, classrooms will be utilized during meal times.	All Staff & Administration	X
If cafeterias need to be used, meal times should be staggered to create seating arrangements with six feet of distance between students.	If cafeteria is used, all distancing guidelines will be followed.	Food Service & Administration	X
If possible, school-supplied meals should be delivered to classrooms with disposable utensils. Schools should offer telecasting of assemblies and other school-sanctioned events if able.	If necessary, meals will be delivered to classrooms and events will be televised.	Food Service & Administration	X
Students and teachers should wash hands before and after every event.	Hand washing will be performed	Administration	X
After-school programs may continue with the use of facial coverings.	Facial coverings will be used during after-school programs.	Administration	X
<u>Athletics</u>			
<u>Strongly Recommended</u>			
Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.	All social distancing and crowd size limitations will be observed.	Athletic Director and Administrations	X
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.	Screening questions will be used and hand washing will be performed.	Athletic Staff & Student Athletes	X
All equipment must be disinfected before and after use.	All equipment will be disinfected.	Athletic Staff & Student Athletes	X

Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.	Buses will be disinfected after each use.	Transportation Staff	X
Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	Water bottles will be provided from home.	Athletic Staff & Student Athletes	X
Recommended			
Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.	All social distancing protocols will be followed. Sharing equipment will be avoided.	Athletic Staff & Student Athletes	X
Handshakes, fist bumps, and other unnecessary contact should not occur.	Handshakes, fist bumps, and other unnecessary contact will not occur.	Athletic Staff & Student Athletes	X
Cleaning			
Strongly Recommended			
Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.	The district will disinfect all frequently touched surfaces every four hours.	Custodial staff	X
Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.	The district will perform cleaning after every class period.	Teachers and staff	X
Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	The district will provide all necessary supplies to disinfect student desks after every class period.	Teachers and students	X
Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.	Normal routine will continue to be followed.	Custodial staff	X
Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.	The district will clean all athletic equipment before and after each use.	All district staff and students	
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 such products.	The district will ensure the safe storage of cleaning and disinfecting products.	All district employees	X
Recommended			
Staff should wear gloves, surgical masks, and face shields when performing all cleaning activities.	All staff will be provided with the necessary supplies.	All district employees	X
Busing and Student Transportation			
Strongly Recommended			
Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.	Sanitizing stations will be installed on the buses and students will be required to use sanitizer as they enter the bus.	Maintenance & Transportation Staff	X

The bus driver, staff, and all students in grades preK-12, if medically feasible, should wear facial coverings while on the bus.	Students and bus drivers will wear face masks at all times. The bus drivers will provide disposable masks when students do not have one available.	Transportation Staff & Students	X
Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.	Bus drivers will use foggers to disinfect the bus regularly.	Transportation Staff	X
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.	Bus drivers will disinfect the driver's cockpit and surrounding areas prior to morning and afternoon routes.	Transportation Staff	X
Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.	Bus drivers will disinfect all equipment being used on the bus daily.	Transportation Staff	X
Create a plan for getting students home safely if they are not allowed to board the vehicle.	If students are not allowed to ride home for the afternoon route, students will remain in the care of the school until an approved person can pick up the student. If a student is not allowed to ride in the morning, students will remain at the bus stop and parents will be notified.	All Staff & Administration	X
If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.	If a student becomes sick during the day, parents/guardians will be notified and required to pick up from school.	Office Staff & Administration	X
If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.	Staff will be sent home and will require a doctor's note or proof of negative test results to return. (See Screening Students and Staff Section)	Administration	X
Recommended			
Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	Bus drivers will keep doors and windows open when cleaning the vehicle and between trips.	Transportation Staff	X
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.	Weather permitting we will allow students to open windows increasing the air circulation.	Transportation Staff & Students	X
Medically Vulnerable Students and Staff			
Strongly Recommended			
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 updating their care plans as needed to decrease their risk for exposure to COVID-19.	All current plans will be reviewed regularly and accommodations will be made to decrease to risk of exposure.	Administration	X
Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	A process will be created and followed that will allow families and staff to self-identify levels of risk.	Administration	X
Recommended			

Staff caring for children and providing any medical care that include aerosol generating procedures (e.g., nebulizers) should wear an N95 mask at the time of delivery.	N95 masks and shields will be available.	Administration	X
Enable staff who self-identify as high risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.	All measures will be taken to limit exposure and decrease risk for all staff.	Administration	X

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the Boyne Falls Public School Board of Education: 08/11/2020

[Link to the Board Meeting Minutes](#)

[Link to the approved Plan posted on the Boyne Falls Public School website](#)

The Preparedness Plan will be collected by the Charlevoix-Emmet Intermediate School District 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 Boyne Falls Public School's public website home page no later than August 17, 2020.

Name of District Submitting Plan: Boyne Falls Public School

Date Received by the ISD: __/__/2020

Date Submitted to State Superintendent and State Treasurer: __/__/2020

Boyne Falls Public School



Respect, Skills and Knowledge, Throughout Life

Cynthia Pineda, Superintendent/K-12 Administrator

Boyne Falls Public School 2020-2021 Continuity of Learning Plan

K-12 General Overview:

At all times, Boyne Falls Public School will keep students at the center of educational activities, include methods for outreach to continue building relationships and maintain connections, and help students feel safe and valued.

Our goal is to provide the students with the skills and learning necessary to progress in their current instructional capabilities. Regardless of their chosen method of learning (face-to-face or remote learning), students will be required to participate and we will support their learning throughout the process.

It is Boyne Falls Public School's expectation that students will engage with their teachers.

The general overview for face-to-face learning in Phase 4 or 5 will be as follows:

- All safety protocols and procedures (laid out below) will be observed.
- Face-to-face learning will take place from 8:15 A.M. - 3:05 P.M.
- Bus transportation will be provided for in-district students. Facial coverings will be required on the bus at all times.
- Facial coverings must be worn by staff at all times.
- Facial coverings must be worn by preK-12 students while in hallways or common areas.
- Facial coverings must be worn by 2nd – 12th grade students while in classrooms.
- K-1st grade students may be allowed to remove facial coverings while seated in the classroom.
- Facial coverings will not be worn by children ages 3 and 4 in the classrooms.
- Students in grade K-6th will be kept in a self-contained cohort.
- K-5th grade students will have an opportunity to engage in recess, however, facial coverings might need to be worn.
- Lunch service will take place in the following areas: cafeteria, annex, outside under tents, elementary art room, and library. Safe distancing requirements will be observed while still allowing students some time away from the classrooms.
- Hand washing and sanitizing will take place regularly.
- The district will fully cooperate with the local health department on possible and confirmed COVID-19 cases.
- The district will follow all MHSAA guidelines for athletics.

The general overview for remote learning is as follows:

- The curriculum will be Accelerate Education and delivered via the Learning Management System, Canvas.
- Online learners will be assigned a teacher to supervise their progress. This will not be the regular grade-level teacher.
- Those who opt for remote learning will function as a separate class.
- This curriculum will be much more rigorous than our remote learning in the spring and is aligned with Michigan standards and benchmarks.
- Daily attendance will be required, assignments will be graded and students will earn a letter grade at the end of the marking period (3rd - 12th grade).
- If our region gets pushed back to Phase 1,2, or 3, all students will transition to remote learning, utilizing Canvas and Accelerate Education.

Preschool General Overview:

Preschool will follow all LARA guidelines.