COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

Revised 9:00AM
08/6/20

Name of District: Ferndale Public Schools

Address of District: 871 Pinecrest, Ferndale, MI 48220

District Code Number: 63020

Web Address of the District: www.ferndaleschools.org

Name of Intermediate School District: Oakland Schools
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

Ferndale Schools agrees to meet all of the following requirements of Executive Order 2020-142

✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their Individualized Education Programs (IEPs).

✓ Home-based Early Childhood Services will be provided in accordance with guidance from the MDE, Maternal Infant Health Program, Children’s Trust Fund, and Michigan Home Visiting Initiative issued on July 7, 2020, and all relevant federal and state regulations and guidance.

✓ 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, comply with MDE Guidance to Address Foregone Learning for Students with an IEP as the result of the COVID-19 Pandemic, issued on July 7, 2020.

✓ 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

In accordance with the Michigan’s 2020-21 Return to School Roadmap (“Return to School Roadmap”), every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by 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:

**Phase 1, 2, or 3**

A. The policies and procedures that the District will follow when the region in which the district is located is in Phase 1, 2, or 3 of the Michigan Safe Start Plan.

1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet.

The district will continue to make a good faith effort to comply with all relevant IDEA and MARSE regulations and implement student IEPs to the maximum extent possible, considering the current circumstances, via in-person and/or alternative modes of instruction, dependent on the Michigan Safe Start phase and consistent with the plan for all students in the district.

If/when the district is not able to fully implement the student’s IEP via in-person and/or alternate means of instruction, any changes will be documented in an Individual Contingency Learning Plan & IEP Amendment or IEP, developed in collaboration and with input from parents/guardians.

The District Technology Department has made every effort to meet the needs of the district learning plan as well as maintain the opportunity for every student in the district to receive high quality instruction during the COVID pandemic.

Action to date:

1. Survey all students, families, staff members on their intent to return to school physically or virtually.

2. **In Phases 1-4, adopt a virtual learning model** for all students K-12 (less special education students) with in-person Learning Support Labs for students who select to attend.
   a. Technology (Chromebooks, Kajeets, additional wireless options) will be provided to any family that requests technology. Learning Support Labs will provide internet access for students who select to attend.

3. The technology department will be the single point of contact in reference to technology related topics, issues, concerns, check-in and checkout. All communication to district parents, students and staff will continue to be coordinated directly with the district communications department.
4. Coordinate staff professional development with the district Curriculum and Instruction department in reference to virtual instructional practices and policies.

5. The district technology support structure/help desk will serve as the first point of contact for anything related to technology challenges for students, parents and staff. This information can be found in multiple forms, including the district web page.

6. The District Technology Department will serve as the main lead on device check in and check out to students and teachers needing devices and internet access for remote instruction and learning.
   a. All devices will follow safe handling requirements to allow for social distancing and touch-less check in and out.
   b. All devices have been sanitized prior to check out and will be sanitized upon check in to the district inventory. Additionally, the district custodians and maintenance department will sanitize all district equipment and spaces for in-person Learning Support Labs.
   c. With general fund and CARES Act Funding, the district has ordered additional student and staff devices for use in class and virtually. With current supply chain concerns, these devices have yet to be received by the district, however, there is a shipping date (November) provided by the vendor. The district does have 2126 Chromebooks on hand currently.

7. The District Technology Department has worked throughout the summer to repair, repurpose, sanitize, inventory and fully reimage all district owned devices.

8. The district has purchased and implemented a district wide asset tracking management system (Follett). This tool is used for all district owned devices, including those used for in school instruction and remote instruction.  

9. Utilizing the district technology service desk, all staff and student devices are quickly repaired, replaced and maintained.

10. The technology department includes over 150 dedicated staff that continually evaluate, repair and maintain the technology wireless and wired infrastructure.

11. All district owned devices, whether in school or virtual, are filtered to CIPA and COPPA compliance utilizing our remote management software via our filter/firewall.

12. In coordination with the Teaching and Learning Department, the Technology Department supports the Google Suite for Education.

13. The district has purchased a Learning Management System (Canvas) and Content Management System (Accelerate) which will provide teachers and students with a single sign-on location for accessing classes. The district will also link the Google Suite and other programs (Journeys, Envision, IXL) into the LMS.
14. All staff and students have active acceptable use agreements in place in relation to utilizing district technology tools, internet and data.

15. Families will be able to choose to send students to the Learning Support Labs for help with virtual learning.

16. Virtual students will be taught by FPS teachers using Accelerate content manager. District approved curriculum will be delivered by teachers.

17. Learning Support Labs will be staffed by Ferndale Public Schools ancillary staff and provide students with support in their online coursework.
Phase 4

B. The policies and procedures that the District will follow when the region in which the District is located is in Phase 4 of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. Face coverings (p. 22)

   a. Please describe how the district will implement requirements for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:

      i) All staff and all students in grades preK-12 when on a school bus.
      ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
      iii) All staff when in classrooms.
      iv) All students in grades 6 and up when in classrooms.
      v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

District and Building Implementation Plan:

- Ferndale Schools will follow guidance from the Oakland County Health Division with regards to face coverings.
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.  (Aug. 1 - Aug. 30)
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Aug. 1 - Aug. 30)
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.  (Completed by Aug. 20)
- Disposable face coverings will be ordered and provided to every student and staff member on a daily basis if they forget their own mask. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff.  (Delivery taken by Aug. 20)
- Fabric and clear face coverings will be provided to preK-5 teachers and/or ancillary staff with the requirement to wear the mask during Learning Support Labs instruction. Any other teacher at any grade level may also request a clear face covering if they so choose in order to teach virtually from their classroom. Clear masks are subject to availability due to supply chain concerns.  (Delivery taken by Aug. 20)
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins
Aug. 15 and continues throughout the end of the face mask requirement.

- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.

- PreK-5 students will not be required to wear a face covering once they are situated in the classroom/Learning Support Lab unless the classroom activity places them in close (2 feet or less) proximity to other students if the county enters Phase 5.

- All 6-12 students will be required to wear face masks unless they are eating.

- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. Administrators will use restorative practices as a first line of behavior modification, and additional disciplinary measures only if needed. The instance will be documented as a log entry in MiStar.

- For students electing to attend the on-site learning labs (phase 4), should students show patterns of non-compliance, they will be placed in alternative locations and parents will be notified. Continued non-compliance may result in loss of Learning Lab access.

- Students with a disability are not required to wear a face mask/face covering at school and/or on the bus if they are not able to tolerate one due to a medical or disability-related reason, and/or if they are not able to remove the mask independently. For students not able to medically tolerate a face mask/covering, the district will require evidence of this, for example, doctor’s note or medical information supplied by parents.

- When a student with a disability is not able to tolerate a face mask/covering, the 504 or special education team will consider Positive Behavior Interventions & Supports to teach and reinforce wearing a mask as part of classroom and school routines and/or work with parents and families to explore solutions and/or alternative educational options as part of the IEP or IEP Amendment process. Whether a student with a disability who is not suspected or confirmed to have COVID-19 or another communicable disease can safely attend school is an IEP team decision.

- Students with a disability may not be disciplined for not wearing a mask due to the reasons listed above.

- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.

- Guests to the school building (presenters, substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.

In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.
2. Hygiene

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

**District and Building Implementation Plan:**

- Every classroom/Learning Lab will be supplied with hand sanitizer.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers/staff will contact the office immediately if supplies run out during the school day.
- Each classroom/Learning Support Lab will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
  - Hand-washing schedule
  - Room and materials cleaning schedule
- Teacher/staff or school nurse will teach students the following:
  - The use of PPE and other mitigating strategies such as social distancing, and the reasons why, as part of teaching daily classroom routines, in a developmentally appropriate manner
  - Proper handwashing on the first day of school and reinforce weekly or more often if needed
  - If a student coughs or sneezes into their masks, they will be provided with a new, disposable mask.
- Proper mitigation strategies including hand washing and materials cleaning will be communicated to families via all possible avenues. Parents and caregivers will be asked to review and reinforce with their students.
- Custodial staff will
  - Procure adequate soap, hand sanitizer, paper towels and tissues prior to in-person learning. Restock and refill as necessary.
  - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways by August 20
  - Monitor hygiene supplies and refill as needed three times daily
  - Procure hand sanitizing stations as deemed necessary by building Learning Support Lab plans
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and communicated to parents.
3. Cleaning

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

<table>
<thead>
<tr>
<th>District and Building Implementation Plan:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• District Level Administrators and Building Operations will meet regularly (monthly (AC meetings), additional meetings as needed) to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan’s 2020-21 Return to School Roadmap.</td>
</tr>
<tr>
<td>• An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.</td>
</tr>
<tr>
<td>• All classrooms/Learning Labs will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.</td>
</tr>
<tr>
<td>• Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.</td>
</tr>
<tr>
<td>• Custodial staff will walk the building wiping all high frequency usage areas frequently and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.</td>
</tr>
<tr>
<td>• All school related activities (pop-up events) will have EPA-approved cleaning supplies stored in the classroom away from students.</td>
</tr>
<tr>
<td>• Classroom teachers/staff will wipe down the students desks everytime students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant.</td>
</tr>
<tr>
<td>• Playground equipment will be cleaned routinely using an EPA-approved disinfectant.</td>
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<tr>
<td>• A training on cleaning materials and protocols will be provided to the staff in conjunction with annual safety training. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.</td>
</tr>
<tr>
<td>• Personal student equipment such as wheelchairs and/or AAC devices will be disinfected by program staff at least every four hours.</td>
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</tbody>
</table>
4. Athletics

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

**District and Building Implementation Plan:**

- The guidance below is based on the District participating in athletics.
- The district plan will comply with all guidance published by Michigan High School Athletic Association (MHSAA).
- Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing (currently suspended).
- 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 (currently suspended).
5. Screening

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

**District and Building Implementation Plan:**

- The District will work with the Oakland County Health Department and Nursing staff to create and implement a comprehensive screening and response plan.

- A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.

- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, log sheets, and video surveillance (where possible).

- Each building will have an identified and trained staff person to serve as the “quarantine officer”. These duties will take precedence over any other responsibilities and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.

- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.

- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.

- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.

- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes of more without a face mask.

- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.

- All school staff will be required to conduct a health safety self assessment prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form. A poster with a QR code for easy access to the form will be posted at the main entry of each building.

- Staff who are unable to work due to displaying COVID-19 systems will be required to report this to the school through the Google form as well as through Absence Management (formerly AESOP). The school health official or Human Resources will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report.
those results back to the school as soon as available.

- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will be paid up to 80 hours of paid leave under the Emergency Paid Sick Leave Act (EPSLA).
6. Testing
Please describe how you will implement the requirements for testing protocols from the Return to School Roadmap (p. 25).

District and Building Implementation Plan:

- Ferndale Schools is awaiting formal guidance from Oakland County Health on testing protocols. We will follow all guidance from Oakland County Health to determine testing protocols and utilize our Nursing staff to conduct, monitor, train, and enforce this process.

7. Busing and Student Transportation
Please describe how you will implement the requirements for busing and student transportation protocols from the Return to School Roadmap (p. 28).

- While Ferndale Schools mainly utilizes its own transportation staff and equipment we will contact all transportation companies we partner with to ensure that the support received is in compliance with the criteria in the MI Safe Schools: Michigan’s 2020 Return to School RoadMap. All transportation vendors will receive a copy of this plan to ensure compliance.
- A weekly (or as-needed) meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for level IV and discuss concerns or issues arising.
- A breakdown of the aforementioned items will be presented in all RFP’s to the contracting companies to ensure that they can comply with the items required.
- Contracts are being to be altered to address the cleaning, sanitizing and professional development that is needed for the fleet.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Districts will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- Hand sanitizer dispensers will be mounted at the stepwell of each bus.
- An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the bus between routes and the wiping down of frequent areas of contact has been developed.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Bus sanitization logs will be maintained for a period of 90 days.
- Face masks will be available at the entrance of the bus in the event that a student does not...
come to the bus equipped with the necessary item.

- Communication will be sent out weekly to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless “It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering.” Note, students who are not able to wear a mask due to medical or disability-related reasons are not required to wear one. Students who are not able to remove the mask on their own are not required to wear one.

- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.

- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.

- Additional health and safety protocols will be implemented, to the extent feasible, for special transportation when one or more students are not able to wear a face covering /mask. This may include spacing of students in seats, assigned seating, keeping bus windows open, etc. to minimize risk.

- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.

- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

- Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.

- If a student becomes sick during the day, they will 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.
Phase 5

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

- In Phase 5, Ferndale Schools will return to additional in-person learning using highly recommended safety protocols.
- All safety protocols for our Learning Support Labs stated previously will apply to in-person learning.

1. Indicate which highly recommended protocols from the Return to School Roadmap the district will include in its Preparedness Plan when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

- Ferndale Schools will follow guidance from the Oakland County Health Division with regards to face coverings.
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations. (Aug. 1 - Aug. 30)
- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings. Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Aug. 1 - Aug. 30)
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus. (Completed by Aug. 20)
- Disposable face coverings will be ordered and provided to every student and staff member on a daily basis if they forget their own mask. These will be placed on busses and in the classrooms every evening by the custodial and transportation staff. (Delivery taken by Aug. 20)
- Fabric and clear face coverings will be provided to preK-5 teachers and/or ancillary staff with the requirement to wear the mask during Learning Support Labs instruction. Any other teacher at any grade level may also request a clear face covering if they so choose in order to teach virtually from their classroom. Clear masks are subject to availability due to supply chain concerns. (Delivery taken by Aug. 20)
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation. (Begins Aug. 15 and continues throughout the end of the face mask requirement)
- Exempted individuals will be recorded in a master database and issued a sticker to display on their student or staff ID indicating this exemption.
- PreK-5 students will not be required to wear a face covering once they are situated in the
classroom/Learning Support Lab unless the classroom activity places them in close (2 feet or less) proximity to other students if the county enters Phase 5.

- All 6-12 students will be required to wear face masks unless they are eating.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. Administrators will use restorative practices as a first line of behavior modification, and additional disciplinary measures only if needed. The instance will be documented as a log entry in MiStar.

- For students electing to attend the on-site learning labs (phase 4), should students show patterns of non-compliance, they will be placed in alternative locations and parents will be notified. Continued non-compliance may result in loss of Learning Lab access.
- Students with a disability are not required to wear a face mask/face covering at school and/or on the bus if they are not able to tolerate one due to a medical or disability-related reason, and/or if they are not able to remove the mask independently. For students not able to medically tolerate a face mask/covering, the district will require evidence of this, for example, doctor's note or medical information supplied by parents.

- When a student with a disability is not able to tolerate a face mask/covering, the 504 or special education team will consider Positive Behavior Interventions & Supports to teach and reinforce wearing a mask as part of classroom and school routines and/or work with parents and families to explore solutions and/or alternative educational options as part of the IEP or IEP Amendment process. Whether a student with a disability who is not suspected or confirmed to have COVID-19 or another communicable disease can safely attend school is an IEP team decision.

- Students with a disability may not be disciplined for not wearing a mask due to the reasons listed above.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.

In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

2. Indicate which highly recommended protocols from the Return to School Roadmap the district will not include in its Preparedness Plan when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

- The district will use all highly recommended protocols for Phase 5 from the Michigan Safe Start Plan.
D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

- The district will use a virtual instruction model with in-person learning support labs and will follow highly recommended protocols during Phase 4.
- Ferndale Schools will cooperate with the local public health department and ISD to implement screening protocols for students and staff.
- The district will implement all strongly recommended safety protocols.
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: Approve IR by the Ferndale Board of Education on August 6, 2020 at a Special Meeting.

Signature: ____________________________

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:

www.FerndaleSchools.org

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: Dania H. Bazzi, Superintendent (Phone: 248-586-8653 Email: dania.bazzi@ferndaleschools.org)

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

Date Submitted to State Superintendent and State Treasurer: