

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Template Revised 7:00AM
07/10/20

Name of District: Bridgman Public Schools

Address of District: 9964 Gast Road, Bridgman Michigan 49106

District Code Number: 11340

Web Address of the District:
www.bridgmanschools.com

Name of Intermediate School District: Berrien RESA

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

Preparedness Plan

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

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

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

[BES - PHASE 3: REMOTE LEARNING - ADMINISTRATIVE GUIDELINES FOR STAFF](#)

[v3.0 *DRAFT* RMS 2020 - 2021 PHASE 3 REMOTE LEARNING SCHEDULE](#)

<https://docs.google.com/document/d/1FS2U-OHFmiFszIPccfJuaAfau5Wfa1HomSNvg8mgF90/edit?usp=sharing>

<https://docs.google.com/document/d/1FS2U-OHFmiFszIPccfJuaAfau5Wfa1HomSNvg8mgF90/edit?usp=sharing>

[Bridgman Elementary School Return to School Plan](#)

[F.C. Reed Middle School Return to School Plan](#)

[BRIDGMAN HIGH SCHOOL RETURN TO LEARNING](#)

- 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.

Personal Protective Equipment

Face Coverings - Face Coverings will be provided by the district. Each staff and student will receive two reusable masks. Disposable masks will be available in the event that a staff/student facemask becomes unusable.

Staff and students may wear homemade face coverings or a disposable level-one (basic) grade surgical mask. Homemade facial coverings must be washed daily. Disposable facial coverings must be disposed of at the end of each day.

Any staff member or student 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. Students and staff who are unable to medically tolerate a facial covering will be required to present a doctor's note confirming this.

PreK-5 and special education teachers should consider wearing clear masks. These will be provided by the district.

In Phase 4,

1. Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.
2. Facial coverings must always be worn by staff except for meals.
3. Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.
4. All students in grades 5 - 12 must wear facial coverings in classrooms.
5. All students in grades Pro 5 through 4th grade must wear facial coverings unless students remain with their classes (cohort) throughout the school day and do not come into close contact with students in another class.

Note: Decisions about students with significant disabilities preventing the use of facial coverings will be made based on guidance from the Michigan Department of Education (MDE).

Spacing Movement and Access

Students will be spaced as far apart as feasible within classrooms.

Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.

Anyone entering the office must be wearing a face covering and sanitize hands.

Signage will be posted to indicate proper social distancing.

Signs will be posted on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

2. Hygiene

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

Hand washing is always the preferred choice, however, when not possible, all schools and classrooms will be supplied with adequate hand sanitizer. Hand washing/sanitizer times throughout the day will be implemented including, but not limited to: entering/exiting the building, entering/exiting classrooms, before/after eating, before/after recess, before/after mask removal and touching the face, after handling shared objects and after coughing/sneezing/blowing nose. At a minimum students and teachers must have scheduled handwashing with soap and water every 2-3 hours. [Washing your hands](#)

Buildings will be provided with 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*).

The schedule will allow time to teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol

Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques. [Proper Covering of Cough](#)

Systematically and frequently check and refill soap and hand sanitizers

Limit sharing of personal items and supplies such as writing utensils.

Buildings will keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.

3. Cleaning

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

The district will increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (for example, door handles), paying special attention to parts, products, and shared equipment (for example tools, machinery, vehicles). Bridgman Public Schools will make cleaning supplies available to employees upon entry and at the worksite.

The Assistant Superintendent will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected. Frequency of such disinfection will be determined in part by factors such as when and how often the environmental surfaces are potentially exposed to SARS-CoV-2.

When choosing cleaning chemicals, Bridgman Public Schools will consult with its vendor to obtain

information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.

Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period (secondary) or when cohorts change classrooms (elementary).

Playground structures will continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.

The district will 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.

Custodial staff must wear gloves, a surgical mask, and/or a face shield when performing all cleaning activities.

4. Athletics

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

The District will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

Workouts and Practice:

Outdoor physical (*currently*) conditioning activities are allowed while maintaining social distancing.

Indoor weight rooms and physical conditioning activities that require shared equipment are suspended.

Participants must maintain a minimum of 6 feet of social distancing at all times while checking in and at all times during workouts.

Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Hand sanitizing stations are provided at each facility.

All equipment must be disinfected before and after use. Equipment and supplies for sanitizing will be provided by the district.

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment when feasible.

Handshakes, fist bumps, and other unnecessary contact must not occur.

Inter-school Competitions:

Participants must maintain a minimum of 6 feet of social distancing at all times while checking in.

Participants must use proper hand hygiene techniques before and after every practice, event, or other gathering. Hand sanitizing stations are provided at each facility.

If transportation is provided to or from an event, facial coverings must be worn during transport. Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

All equipment must be disinfected before and after use. Equipment and supplies for sanitizing will be provided by the district.

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment when feasible.

Handshakes, fist bumps, and other unnecessary contact must not occur.

Currently, 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. Bridgman Public Schools will continue to follow current guidance provided by the MHSAA and Executive Orders issued by the Governor.

Spectators are required to wear facial coverings and maintain six feet of social distancing at all times.

Multiple entry and exit points will be established to prevent crowding and clearly marked with appropriate signage. Presale only tickets will be considered.

5. Screening

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

The district will strictly follow the Berrien County Health Department recommendations relative to protocols for screening staff and students.

The district will strictly follow the Berrien County Health Department [recommendations](#) relative to "isolation" and "quarantine."

The district will use [https://misymtomapp.state.mi.us/login](https://misymptomapp.state.mi.us/login) as a staff self-screener.

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 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.

6. Testing

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

The district collaborated with the Berrien County Health Department in the development and implementation of protocols for screening students and staff as noted in the prior section.

The district collaborated with the Berrien County Health Department to create protocols for responding to suspected and confirmed cases of COVID-19.

All employees must notify the District as soon as possible if they develop symptoms of, or are diagnosed with, COVID-19 or if they have been exposed or are suspected to have been exposed to a confirmed case of COVID-19.

Parents are encouraged to notify the District as soon as possible if they develop symptoms of, or are diagnosed with, COVID-19 or if they have been exposed or are suspected to have been exposed to a confirmed case of COVID-19.

The district will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

The Local Health Department will initiate contact tracing, following regular public health practice.

7. Busing and Student Transportation

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

The following protocols have been established to support safe transportation of students.

- Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
- Parents will be expected to take their child's temperature before leaving the house, complete a symptom check before leaving the house and to withhold an ill student from riding the bus.
- If students live in the same residence, those students will be required to sit together in the same seat on the bus.
- Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) after every route/trip.
- Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. The district has created a plan to supervise students and get them home safely if they are not allowed to board the vehicle.

If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

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.

Bridgman Public Schools has decided to maintain all policies and procedures that are stated in Phase 4 of the Michigan Safe Start Plan.

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*.**

District will space students as far apart as feasible, throughout the school day.

District will not allow visitors (past office) except in extenuating circumstances.

Anyone entering the building must be wearing a face covering, sanitize hands, and be screened for symptoms (*self-check*).

Off-site field trips that require bus transportation to indoor locations are suspended.

Suspend all off-site field trips that require bus transportation to outdoor locations, unless it is the only way that curriculum can be applied and social distancing of six feet can be followed.

Encourage all clubs to meet virtually or outside.

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 maintain all policies and procedures that are stated in Phase 4 of Michigan Safe Start Plan except for the wearing of facial coverings will not be required (*optional for those that wish to continue to wear a face covering*).

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.**

Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements. - *Desks in classes will be spaced to the maximum extent possible.*

Taking into account the multiple variables impacting the safety and well-being of our students and staff, a decision may be made to shift into Remote Learning for our in-person students during Phase 4. This Remote Learning option will mirror the plan developed for Phase 1-3.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 11, 2020

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

Signature:

Eric Ramso

Eric Ramso, President, Bridgman Public Schools Board of Education

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

www.bridgmanschools.com or <https://bridgmanschools.com/covid/>

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: Shane M. Peters, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: