

COVID-19 Preparedness and Response Plan

Name of District: Oak Park Schools

Address of District: 13900 Granzon, Oak Park, MI 48237

District Code Number: 63250

Web Address of the District: www.oakparkschools.org

Name of Intermediate School District: Oakland Schools

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.

District and Building Implementation Plan:

District and Building Implementation Plan:

Phases 1-3

At the onset of COVID-19, and the unprecedented series of events that followed, Oak Park Schools began working diligently since March 2020 establishing, evaluating, and updating teaching and learning protocols. In order to implement a high-quality teaching program during that period, the district took a number of steps to ensure a smooth transition for the students, families, teaching, and support staff. Every step of the way, Oak Park Schools integrated the voice of parents, staff, district level personnel, and other stakeholders by relying on feedback from surveys. From Spring 2020 throughout the Summer months, multiple planning committees (with representation from the K-12 pedagogical and administrative staff) convened to develop and adjust the direction of the teaching and learning procedures and outcomes. Information gleaned from staff and also parent surveys revealed to the district that we need to create more robust online learning opportunities to support our students in their learning. To ensure that we are quick to adjust our teaching practice based on rapidly changing realities, we will continue our work with our Ad-Hoc Teaching & Learning Committees. This collaboration will inform our online learning practices, help to establish instructional protocols for instruction (both synchronous and asynchronous), and establish effective teaching and learning practices for the upcoming year and beyond.

Online Learning

Teachers are using a variety of techniques, tools, and technological platforms to reach all students in the Oak Park School District. In order to ensure that every student in OPSD has access to remote learning, the district will distribute a laptop/chromebook to all students in PreK-12 as well as provide hotspots to families in need. A technological distribution plan was developed following a series of surveys, parent/home communication, and teacher phone calls and canvassing. Laptop mailing and distribution began the week of April 13, 2020 and will continue as needed throughout the 2020-2021 school year.

Google Classrooms is our teaching and learning hub, providing inclusive access to the following:

- Communicating & Collaborating with staff
- Remaining on track via daily schedules & agendas with clear expectations across all grade level & content area courses
- Progress monitoring, attendance, homework due dates, & student assignment submission
- Connecting to classrooms & accessing synchronous (live) and asynchronous (self-guided) instruction
- Receiving high-quality feedback from Oak Park Schools Educators
- Each student will receive a device, support with internet service and internet connection as needed

Elementary Online Schedule (Pre-K-Grade 5)

- Teachers will deliver live or “Synchronous” instruction with Asynchronous supports
- Students can expect to participate in online instruction for 390 minutes per day with embedded breaks, by grade level
- Daily Lessons include Mathematics: Whole & Small Group (including “learning recovery time”) and ELA: Whole & Small Group (including “learning recovery time”)
- Science and Social Studies lessons and assignments will be posted using Google Classrooms, and live lessons will be provided
- Time is added in the day for students who need accommodations, small conferences, and/or resource room support
- Specials will be offered to all students
- Structured time for Teacher Office Hours (for parents and students)
- Morning & Afternoon Sharing/Restorative Circles
- Daily structured time for Professional Learning Communities

Secondary Online Schedule (6-12)

- Teachers will deliver live (Synchronous) instruction with additional asynchronous supports
- Grades 6-8 instructional blocks will be hybrid of daily synchronous instruction with required asynchronous learning opportunities for a total of 373 minutes of learning a day.
- Grades 9-12 instructional blocks will be hybrid of daily synchronous instruction with required asynchronous learning opportunities for a total of 373 minutes of learning a day
- Teachers will host daily “Office Hours” to provide extended contact opportunities and remediation support
- Daily social-emotional support times allowing for regular student support and coordination with ancillary school staff
- Family connection time allowing for parent/family support opportunities and collaboration
- High School students enrolled at CASA will have the opportunity to continue their learning and participate in CASA’s remote learning program.
- High School students enrolled at OSTC will have the opportunity to continue their learning and participate by guidelines set forth by the program.

Supports For Students With Disabilities

- All individualized educational plans (IEPs) will be followed.
- Applicable services, meetings, and daily instruction for the following programs will be conducted virtually:
 - Early-On (Birth-to-Age 3)
 - ECSE (Early Childhood Special Education)

- Resource (One-on-One, Small Group Instruction)
- Students will receive direct instruction aligned to their goals
- All annual (IEP) meetings will be held virtually
- Students with 504 plans will receive accommodations
- Special Education and General Education teachers will continue to collaborate
 - All instruction, assignments, and assessments will be accommodated/modified as outlined in the IEP by both general education and special education teachers.

Communication and Family Supports

The Oak Park School District COVID-19 Roadmap will be communicated through our School Messenger/Blackboard communication platform. Parents will also receive an email with the plan attached and directing them to our District website with additional resources. The plan will be posted in a prominent location on our District website.

The district will also hold a series of virtual town halls for our parents prior to the start of the school year while continuing town hall interactions throughout the remainder of the 2020-2021 school year, which will continue through Phases 1-6.

To Best Support our Family Community:

- The district will hold a series of virtual town halls for our family community prior to the start of the school year and continue town hall interactions throughout the course of the school year as we progress from Phase 1-6.
- Families will receive grade level appropriate materials lists to help implement and support learning in the home setting
- Consideration will be made to also provide packets and/or access to printed workbooks for students who do not yet have electronic devices and are in need of completing coursework
- The Oak Park Schools District will communicate clear expectations to students and staff, including attendance and grading requirements
- The Oak Park Schools District will survey families during the online learning process to evaluate and adjust as needed

Professional Learning

- During the month of August, there will be a myriad of Professional Development and learning opportunities to train all teachers in Google Classrooms. Google Classrooms will also be used in Phases 4-6, and will be a part of the professional learning modules offered
- Professional learning opportunities will be offered on a continuous basis throughout the school year to ensure teachers are adjusting their instructional practice to the needs of the students.
- Teachers will focus on learning new tools, while utilizing research-based best practices to deliver instruction remotely
- Staff will be provided clear expectations for delivering the instruction as well as monitoring student progress

Mental, Social, Emotional Support

- A social emotional hotline will be available for students and families from 8:00a.m.-4:00 p.m. Monday-Friday.
- All students upon return to school will be administered the CI3T-SRSS (Comprehensive Integrated Three-Tiered Model of Prevention)
- The CI3T will be given three times a year, starting with return to school.

- The district will adopt a social emotional curriculum for K-5 and 6-12.
- All students K-12 will engage in weekly social emotional whole class lessons. (Tier 1)
- Students identified as moderate and high risk will receive small group and 1:1 social emotional support.
- Families will be provided with social emotional support resources to fulfill needs outside of the regular school day.
- The district will partner with Community Health groups to provide wrap around services for families in need.
- Provide training for district staff members to identify students that are at risk.

Phase 4

During Phase 4, the Oak Park School District has offered two steps for a full transition from remote to in-person learning.

1. Step I - Full Online Learning with continuous monitoring with health officials
2. Step II - Phased Re-entry to In-Person Instruction

Step I - Full Online Learning with Continuous Monitoring with Health Officials

All students will begin the 2020-2021 academic year in remote instruction, and continue online through the first card marking period (October 30, 2020). As Oak Park Schools proceed through the phases of reopening, parents will be surveyed and students may remain fully online participating in synchronous learning alongside their peers, or attend in-person learning as the Phases progress to 5 and 6.

The district will continue to use Google Classrooms as a Learning Management System which has the capacity to support teachers in the delivery of:

- Live instruction
- Post Assignments
- Assign Grades and support student progress monitoring
- Two-way Communication between students, teachers, and families

In addition to Google Classrooms, families will be provided with the grade level appropriate material lists they may need to help implement learning at home. Consideration will be made to also provide packets of information for students to complete without their electronic devices. Expectations for participation, assignments and attendance will also be shared with all students and parents prior to the beginning of the school year.

Elementary Online Schedule (Pre-K-Grade 5)

- Teachers will deliver live or “Synchronous” instruction with Asynchronous supports
- Students can expect to participate in online instruction for 390 minutes per day with embedded breaks, by grade level
- Daily Lessons include Mathematics: Whole & Small Group (including “learning recovery time”) and ELA: Whole & Small Group (including “learning recovery time”)
- Science and Social Studies lessons and assignments will be posted using Google Classrooms,

and live lessons will be provided

- Time is added in the day for students who need accommodations, small conferences, and/or resource room support
- Specials will be offered to all students
- Structured time for Teacher Office Hours (for parents and students)
- Morning & Afternoon Sharing/Restorative Circles
- Daily structured time for Professional Learning Communities

Secondary Online Schedule (6-12)

- Teachers will deliver live or “Synchronous” instruction with Asynchronous supports
- Grades 6-8 instructional blocks will be hybrid of daily synchronous instruction with required asynchronous learning opportunities for a total of 373 minutes of learning a day.
- Grades 9-12 instructional blocks will be hybrid of daily synchronous instruction with required asynchronous learning opportunities for a total of 373 minutes of learning a day
- Teachers will host Office Hours to provide extended contact opportunities and remediation support
- Daily social-emotional support times allowing for regular student support and coordination with ancillary school staff
- Family connection time allowing for parent/family support opportunities and collaboration
- High School students enrolled at CASA will have the opportunity to continue their learning and participate in CASA’s remote learning program.
- High School students enrolled at OSTC will have the opportunity to continue their learning and participate by guidelines set forth by the program.

Supports For Students With Disabilities

- All individualized educational plans (IEPs) will be followed.
- Applicable services, meetings, and daily instruction for the following programs will be conducted virtually:
 - Early-On (Birth-to-Age 3)
 - ECSE (Early Childhood Special Education)
 - Resource (One-on-One, Small Group Instruction)
- Students will receive direct instruction aligned to their goals
- All annual (IEP) meetings will be held virtually
- Students with 504 plans will receive accommodations
- Special Education and General Education teachers will continue to collaborate
 - All instruction, assignments, and assessments will be accommodated/modified as outlined in the IEP by both general education and special education teachers.

Early Childhood Programs

Children enrolled in the Early Childhood Special Education, Head Start and GSRP programs will also learn through online instruction. Further communication will be sent from the teachers and programs to their families.

Step II: Phased Re-Entry to In-Person Instruction

Once Oak Park Schools decides it is safe to return to the classroom, the District will survey all families to understand the desire for continuity of online learning in addition to an in-person option. If an

online option is desired, the District will offer programs and resources available to students who choose this option on a first come, first serve basis. When students return to in-person instruction, we anticipate there may be disruptions to classrooms and teaching staff if a virtual option is established. We'll mitigate disruption as much as possible. Finally, Oak Park Schools will consider a phased approach to returning to the classroom, bringing back grade levels at a time. The details below are focused on returning in-person.

Elementary "Return to School Buildings" Instruction: Grades Pre-K-Grade 5

If in-person learning is now available, students will attend five days a week, full days. By choosing this educational option, parents are confirming that they agree to their child wearing a mask as designated in the Safety section of this plan.

In order to provide daily instruction at this level of Phase 4, student interactions would be limited and reduced in the school buildings, and students would be contained in their classroom cohorts.

Safety protocols will be enacted for those who are in-person and they are detailed in the Safety section of this plan. Instructional practices will be adjusted to increase safety measures in the classrooms.

- Specials teachers will travel into the classroom, including art, music, and media sciences
- Physical education classes will be held outside when possible
- Instructional methods will follow social distancing guidelines which are highlighted in this plan.
- Music classes will focus on music appreciation and theory

Secondary "Return to School Buildings" Instruction: Grades 6-12

Students attending in-person instruction will report to school daily. By choosing this educational option, parents are confirming that they agree to their child wearing a mask as designated in the Safety section of this plan.

Safety protocols will be enacted for those who are in-person and they are detailed in the Safety section of this plan. Instructional practice will be adjusted to increase safety measures in the classrooms. Students will attend their full schedule while in school, and Google Classrooms will be used to support instruction.

- Physical education classes will be held outside when possible
- Instructional methods will follow social distancing guidelines which are highlighted in this plan.
- Music classes will focus on music appreciation and theory

Early Childhood Programs

Children enrolled in the Early Childhood Special Education, Head Start and GSRP programs will return to in-person instruction five days a week.

Communication and Family Supports

The Oak Park School District COVID-19 Roadmap will be communicated through our School Messenger communication platform. Parents will receive an email with the plan attached and directing them to our District website with additional resources. The plan will be posted in a prominent location on our

District website. To best support our family community:

- The district will hold a series of virtual town halls for our family community prior to the start of the school year and continue town hall interactions throughout the course of the school year as we progress from Phase 1-6.
- The Oak Park Schools District will communicate clear expectations to students and staff, including attendance and grading requirements
- The Oak Park Schools District will survey families during the online learning process to evaluate and adjust as needed

Professional Learning

- During the month of August, there will be a myriad of Professional Development and learning opportunities to train all teachers in Google Classrooms. Google Classrooms will also be used in Phases 4-6, and will be a part of the professional learning modules offered
- Professional learning opportunities will be offered on a continuous basis throughout the school year to ensure teachers are adjusting their instructional practice to the needs of the students.
- Teachers will focus on learning new tools, while utilizing research-based best practices to deliver instruction remotely
- Staff will be provided clear expectations for delivering the instruction as well as monitoring student progress

Mental, Social, Emotional Support

- All students upon return to school will be administered the CI3T-SRSS (Comprehensive Integrated Three-Tiered Model of Prevention)
- The CI3T will be given three times a year, starting with return to school.
- The district will adopt a social emotional curriculum for K-5 and 6-12.
- All students K-12 will engage in weekly social emotional whole class lessons. (Tier 1)
- Students identified as moderate and high risk will receive small group and 1:1 social emotional support.
- Families will be provided with social emotional support resources to fulfill needs outside of the regular school day.
- The district will partner with Community Health groups to provide wrap around services for families in need.
- Provide training for district staff members to identify students that are at risk.

Phase 5

In Phase 5, all students will return to the school building, and will attend five days a week. Oak Park Schools District will survey families for feedback and to better understand the desire for an online learning option in addition to an in-person option. If an online option is desired, the District will make programs and resources available for students whose family chooses this option.

Pedagogical staff will continue to use Google Classrooms, an online Learning Management System to share assignments, monitor student progress, and communicate with families.

In-Person Instruction

Students attending in-person instruction will report to school daily. By choosing this educational option, parents are confirming that they agree to their child wearing a mask as designated in the Safety section of this plan for Phase 5.

Safety protocols will be enacted for those who are in-person and they are detailed in the Safety section of this plan. Instructional practices will be adjusted to increase safety measures in the classrooms. Students will attend their full schedule while in school, and Google Classrooms will be used to support instruction.

Elementary: Pre-K-Grade 5

- Specials teachers will travel into the classroom, including art, music, and media sciences
- Physical education classes will be held outside when possible
- Instructional methods will follow social distancing guidelines which are highlighted in this plan.
- Music classes will focus on music appreciation and theory
- For safety guidelines and considerations, see Operational Plan.

Secondary: Grades 6-12

- Students will resume an in-person schedule, five days a week
- Physical education classes will be held outside when possible
- Instructional methods will follow social distancing guidelines which are highlighted in this plan.
- Music classes will focus on music appreciation and theory
- For safety guidelines and considerations, see Operational Plan.

Early Childhood Programs

Children enrolled in the Early Childhood Special Education, Head Start and GSRP programs will return to in-person instruction five days a week.

Communication and Family Supports

The Oak Park School District COVID-19 Roadmap will be communicated through our School Messenger communication platform. Parents will receive an email with the plan attached and directing them to our District website with additional resources. The plan will be posted in a prominent location on our District website. To best support our family community:

- The district will hold a series of virtual town halls for our family community prior to the start of the school year and continue town hall interactions throughout the course of the school year as we progress from Phase 1-6.
- The Oak Park Schools District will communicate clear expectations to students and staff, including attendance and grading requirements
- The Oak Park Schools District will survey families during the online learning process to evaluate and adjust as needed

Professional Learning

- Oak Park Schools will continue to offer professional learning opportunities and supports for staff
- Staff will be given clear expectations for delivering instruction as well as monitoring student progress

Mental, Social, Emotional Support

- All students upon return to school will be administered the CI3T-SRSS (Comprehensive Integrated Three-Tiered Model of Prevention)
- The CI3T will be given three times a year, starting with return to school.
- The district will adopt a social emotional curriculum for K-5 and 6-12.
- All students K-12 will engage in weekly social emotional whole class lessons. (Tier 1)
- Students identified as moderate and high risk will receive small group and 1:1 social emotional support.
- Families will be provided with social emotional support resources to fulfill needs outside of the regular school day.
- The district will partner with Community Health groups to provide wrap around services for families in need.
- Provide training for district staff members to identify students that are at risk.

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.

1. Face coverings

- Adults will wear a mask at all times in schools, except at meals
- Students, staff, and bus drivers will wear a mask while on a bus
- Students will wear masks in hallways and common areas, including playgrounds when more than one class is outside at the same time
- Students grades PreK-12 will wear masks in classrooms
- The District will maintain a three month supply of all PPE and will monitor usage regularly and order additional supplies when necessary
- Cloth masks will be purchased for all staff
- Face shields will be purchased for teachers and paraprofessionals staff, to wear in addition to a mask, if desired
- Cloth masks will be purchased in two sizes to accommodate the age range of students
- Disposable masks will be kept in the office for students who do not bring their cloth mask to school
- Surgical masks will be available for any staff or student who exhibit COVID-19 symptoms, and for staff who care for students who exhibit symptoms
- Homemade/cloth masks must be washed daily
- Disposable masks must be disposed of daily
- Students who are capable of wearing a mask and refuse to do so in an area where a mask is required will be issued a mask by a staff member and asked to put the mask on. Consequences for insubordination may be followed as stated in the Student Code of Conduct.

- Students showing patterns of non-compliance may be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol

2. Hygiene

- Hand sanitizer and disinfecting wipes will be available in every classroom and soap will be provided in all schools near water sources
- Handwashing times for students will be scheduled throughout the day
- Students will be taught proper hygiene techniques such as handwashing, coughing and sneezing into their elbows, etc.
- Students will hand sanitize or wash hands after playing on the playground
- The District will limit the sharing of students' personal items and supplies. Families will be provided supply lists before the start of in-person schooling.
- Students' personal items will be kept separate using lockers, cubbies, etc.

3. Spacing, Movement and Access

- Desks will be spaced 3-6 feet apart and facing forward
- Students at tables will be spaced apart and tables will be equipped with table dividers
- Teachers should maintain six feet of spacing from students when possible
- Classroom windows may be opened to add additional air flow
- When possible, Specials' teachers will travel to classrooms, especially at the elementary level
- Visitors will not be allowed in the building, except under extenuating circumstances. Strict visitor records will be kept. Visitors who enter the building, will be screened following Oakland County Health Division protocol, must wear a facial mask, and must sanitize hands upon entering.
- Signs, floor tape, and markings will be used in common areas to encourage and outline social distancing

4. Testing Protocols and Screening Students and Staff

- All buildings will follow screening protocols established by the Oakland County Health Division. At a minimum, staff/students will be screened for signs and symptoms of illness.
- Students and staff will conduct a health screening daily before coming to school. Students and staff exhibiting any symptoms, including a temperature of above 100.4° F must be kept home.
- Each school will have a designated quarantine area for students who become sick while at school. Sick students will wear masks while they await pick up.
- Symptomatic students and staff will be sent home until they have tested negative or fully recovered according to [CDC guidelines](#)

5. Responding to Positive Cases Among Students and Staff

- Schools will follow protocols established by the Oakland County Health Division for responding to a positive case. All positive cases will be reported to the Oakland County Health Division.

- Families will be notified of any confirmed positive cases in the classroom and/or school, maintaining confidentiality according to ADA and privacy laws
- Per CDC guidelines, any close contacts (anyone within 6 feet for more than 15 minutes in the previous 48 hours) of any students or staff who test positive will be required to quarantine at home for 14 days and monitor symptoms. It is not required for all students or staff members in the class to be tested. Those who develop symptoms will be required to take a COVID-19 test. Employees' sick bank will not be affected for those who are quarantined (pursuant to government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Symptomatic students and staff will not return to school until they have tested negative or [have been released from isolation per CDC guidelines](#)
- The district nurse will assist with implementation of protocols to respond to positive cases

6. Food Service, Gatherings, and Extracurricular Activities

- Cafeteria and food service staff will wear protective equipment while preparing and serving meals
- All staff and students will wash hands before and after meals
- Lunch times and outdoor recesses will be staggered to maintain social distancing
- Classrooms and/or outdoor areas may also be used for lunch
- School-supplied meals will use disposable plates and utensils
- Staff will follow social distancing guidelines while eating lunch in designated staff areas
- Student and parent gatherings will abide by the following guidelines:
 - Assemblies that bring together students from more than one classroom are suspended
 - Large scale outdoor assemblies or gatherings of more than 50 people are suspended
 - Indoor concerts and building events are suspended
 - Off-site field trips that require bus transportation to an indoor location are suspended
 - Select small group extracurricular activities may continue with the use of masks

7. Athletics

The Oak School District will comply with all guidance published by Michigan High School Athletic Association (MHSAA).

- Whether school is held in-person or online, athletes may participate in sports following MHSAA guidelines
- 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 masks 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.

- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur
- Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large scale indoor spectator events are suspended. Large scale outdoor spectator events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another. Spectators must wear masks. Attention will be given to entry and exit points to prevent crowding.

8. Cleaning

- High touch surfaces that include computer keyboards, sinks and sink fixtures, telephones, door knobs, and light switches will be cleaned at least every four hours. Bathrooms will be spray disinfected at least every four hours. Staff will note the time, date and initials on a cleaning chart that is kept daily.
- Shared materials will be cleaned after every class period including computers, art materials, and books
- Classroom teachers, custodial staff, security staff, paraeducators and/or students will wipe down student desks and tables at the end of every period at the secondary level with disinfectant wipes
- At the elementary level, student desks and tables will be disinfected at the end of each day.
- All classrooms will be provided disinfecting wipes, hand sanitizer, and latex-free gloves
- All buildings will be cleaned and disinfected nightly
- Playground equipment will undergo normal cleaning protocols
- The District will ensure safe and correct use and storage of cleaning and disinfection products
- Staff will be provided training on how to clean using the new protocols

9. Busing and Student Transportation

- The Oak Park School District will work with its transportation provider, First Student, to implement busing protocols.
- All adults and students must wear masks on buses and use hand sanitizer before entering the bus
- Transportation vehicles will be cleaned and disinfected after every drop off and at the end of the day
- Any equipment (such as wheelchairs, etc.) must be cleaned when being transported to schools
- If a student is sick, they may not use District transportation. Schools will follow protocols for sick students.
- If a driver becomes sick, protocols for sick staff will be followed
- Windows on buses should be opened, weather permitting, for ventilation

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.

1. Face coverings

- Adults will wear a mask at all times in schools, except at meals *
- Students, staff, and bus drivers will wear a mask while on a bus *
- Students will wear masks in hallways and common areas, including playgrounds when more than one class is outside at the same time *
- Students grades PreK-12 will wear masks in classrooms *

*The District will reevaluate mask requirements for Phase 5 when the region moves to Phase 5, considering the Governor's Executive Order 2020-147 on masks

- The District will maintain a three month supply of all PPE and will monitor usage regularly and order additional supplies when necessary
- Cloth masks will be purchased for all staff
- Face shields will be purchased for teachers and paraprofessionals staff, to wear in addition to a mask, if desired
- Cloth masks will be purchased in two sizes to accommodate the age range of students
- Disposable masks will be kept in the office for students who do not bring their cloth mask to school
- Surgical masks will be available for any staff or student who exhibit COVID-19 symptoms, and for staff who care for students who exhibit symptoms
- Homemade/cloth masks must be washed daily
- Disposable masks must be disposed of daily
- Students who are capable of wearing a mask and refuse to do so in an area where a mask is required will be issued a mask by a staff member and asked to put the mask on. Consequences for insubordination may be followed as stated in the Student Code of Conduct.
- Students showing patterns of non-compliance may be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol

2. Hygiene

- Hand sanitizer and disinfecting wipes will be available in every classroom and soap will be provided in all schools near water sources
- Handwashing times for students will be scheduled throughout the day
- Students will be taught proper hygiene techniques such as handwashing, coughing and sneezing into their elbows, etc.
- Students will hand sanitize or wash hands after playing on the playground
- The District will limit the sharing of students' personal items and supplies. Families will be provided supply lists before the start of in-person schooling.
- Students' personal items will be kept separate using lockers, cubbies, etc.

3. Spacing, Movement and Access

- Desks will be spaced 3-6 feet apart and facing forward

- Students at tables will be spaced apart and tables will be equipped with table dividers
- Teachers should maintain six feet of spacing from students when possible
- Classroom windows may be opened to add additional air flow
- When possible, Specials' teachers will travel to classrooms, especially at the elementary level
- Visitors will not be allowed in the building, except under extenuating circumstances. Strict visitor records will be kept. Visitors who enter the building, will be screened following Oakland County Health Division protocol, must wear a facial mask, and must sanitize hands upon entering.
- Signs, floor tape, and markings will be used in common areas to encourage and outline social distancing

4. Testing Protocols and Screening Students and Staff

- All buildings will follow screening protocols established by the Oakland County Health Division. At a minimum, staff/students will be screened for signs and symptoms of illness.
- Students and staff will conduct a health screening daily before coming to school. Students and staff exhibiting any symptoms, including a temperature of above 100.4° F must be kept home.
- Each school will have a designated quarantine area for students who become sick while at school. Sick students will wear masks while they await pick up.
- Symptomatic students and staff will be sent home until they have tested negative or fully recovered according to [CDC guidelines](#)

5. Responding to Positive Cases Among Students and Staff

- Schools will follow protocols established by the Oakland County Health Division for responding to a positive case. All positive cases will be reported to the Oakland County Health Division.
- Families will be notified of any confirmed positive cases in the classroom and/or school, maintaining confidentiality according to ADA and privacy laws
- Per CDC guidelines, any close contacts (anyone within 6 feet for more than 15 minutes in the previous 48 hours) of any students or staff who test positive will be required to quarantine at home for 14 days and monitor symptoms. It is not required for all students or staff members in the class to be tested. Those who develop symptoms will be required to take a COVID-19 test. Employees' sick bank will not be affected for those who are quarantined (pursuant to government order or advice of a healthcare provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Symptomatic students and staff will not return to school until they have tested negative or [have been released from isolation per CDC guidelines](#)
- The district nurse will assist with implementation of protocols to respond to positive cases

6. Food Service, Gatherings, and Extracurricular Activities

- Cafeteria and food service staff will wear protective equipment while preparing and serving meals
- All staff and students will wash hands before and after meals

- Lunch times and outdoor recesses will be staggered to maintain social distancing
- Classrooms and/or outdoor areas may also be used for lunch
- School-supplied meals will use disposable plates and utensils
- Staff will follow social distancing guidelines while eating lunch in designated staff areas
- Student and parent gatherings will abide by the following guidelines:
 - All gatherings, including concerts and events and those that occur outdoors will comply with current/future Executive Orders that set caps on congregations of people
 - Field trips may resume, following protocols outlined in the “Busing and Student Transportation” section of this plan

7. Athletics

The Oak School District will comply with all guidance published by Michigan High School Athletic Association (MHSAA).

- Whether school is held in-person or online, athletes may participate in sports following MHSAA guidelines
- 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 masks 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.
- 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 conditioning may resume
- Indoor spectator events are limited to 50 people
- Outdoor spectator events are limited to 250 people. Spectators must stay 6 feet away from one another.

8. Cleaning

- High touch surfaces that include computer keyboards, sinks and sink fixtures, telephones, door knobs, and light switches will be cleaned at least every four hours. Bathrooms will be spray disinfected at least every four hours. Staff will note the time, date and initials on a cleaning chart that is kept daily.
- Shared materials will be cleaned after every class period including computers, art materials, and books
- Classroom teachers, custodial staff, security staff, paraeducators and/or students will wipe down student desks and tables at the end of every period at the secondary level with disinfectant wipes
- At the elementary level, student desks and tables will be disinfected at the end of each day.
- All classrooms will be provided disinfecting wipes, hand sanitizer, and latex-free gloves
- All buildings will be cleaned and disinfected nightly
- Playground equipment will undergo normal cleaning protocols

- The District will ensure safe and correct use and storage of cleaning and disinfection products
- Staff will be provided training on how to clean using the new protocols

9. Busing and Student Transportation

- The Oak Park School District will work with its transportation provider, First Student, to implement busing protocols.
- All adults and students must wear masks on buses and use hand sanitizer before entering the bus
- Transportation vehicles will be cleaned and disinfected after every drop off and at the end of the day
- Any equipment (such as wheelchairs, etc.) must be cleaned when being transported to schools
- If a student is sick, they may not use District transportation. Schools will follow protocols for sick students.
- If a driver becomes sick, protocols for sick staff will be followed
- Windows on buses should be opened, weather permitting, for ventilation

Final Steps for Submission

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

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 10, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [\[Google.doc Link\]](#)

Link to the approved Plan posted on the District/PSA/nonpublic school website: www.oakparkschools.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: Dr. Jamii Hitchcock, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: To be completed by
ISD Superintendent