

# COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

**Name of District:** Mason Public Schools

**Address of District:** 201 W. Ash St., Mason, MI 48854

**District Code Number:** 33130

**Web Address of the District:** <https://www.masonk12.net>

**Name of Intermediate School District:** Ingham ISD

**Name of Authorizing Body (if applicable):** Mason Board of Education

## 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:

Mason Public Schools, in partnership with the Reimagining and Reopening School Committee, and the elementary and secondary Reimagining and Reopening committees, developed this Distance Learning Plan to guide our processes and practices. The plan’s development was guided by the feedback provided by stakeholders from multiple surveys, input from the Mason District of the Michigan Education Association, and input from the administrative team.

Our goal is to provide the most robust, safe, and healthy distance learning experience possible for staff and students while inspiring, empowering, and helping our students succeed during this unprecedented time. We acknowledge stress is high for all stakeholders and the district will be flexible and adaptive in our responses to issues and concerns as they arise, and we will ask for feedback as we proceed.

On July 27, 2020, the Mason Board of Education voted for the district to start the school year remotely. The Reimagining and Reopening committee will continue to meet, with the administration presenting a plan for reopening to the Board on September 14, 2020.

Mason Public Schools will use a distance learning model of remote instruction to begin the 2020-2021 school year, and whenever the mid-Michigan region is designated to be in phases 1 to 3 of the Michigan Safe Start Plan. The district will use SeeSaw (grades pre-K to 2) and Google Classroom (grades 3-12) for our Learning Management Systems (LMS). All pre-K to 12 students will be issued a district-provided Chromebook that students will be expected to use for instruction and assessment. Furthermore, the district will provide hotspots to eligible families without reliable Internet. All students will have access to grade-level/course textbooks/resources as needed to complete their work, which will be distributed before August 26, 2020. Students will not be penalized for their inability to participate provided families/students stay engaged with school personnel in developing personalized and realistic education plans. The district will do what it can to meet student/family needs.

Staff and students will follow the district 2020-2021 calendar as posted on the district website. Furthermore, staff and students will follow the in-person bell schedule for full days, half-days, and late-start Wednesdays as outlined in the student/parent handbooks. Separately elementary

parents/students will receive a schedule outlining common content blocks of instruction for English Language Arts, Math, Science, Social Studies, WIN, Social-Emotional Learning, and Specials.

Teachers will provide daily live instruction to students, following the school day schedule, using either Zoom or Google Meet with a rough breakdown of 60% synchronous instruction and 40% asynchronous instruction. Teachers will utilize both live whole-group and small-group instruction that is differentiated as appropriate. During asynchronous portions of the class, teachers will maintain an online presence via Zoom or Google Meet to support students through checks for understanding and for answering questions. Synchronous instruction will be recorded and posted daily to the LMS so students and parents can view recordings as needed.

Instructional content will be delivered through the LMS, or via online district approved curriculum. Staff will follow district provided protocols and expectations when using the LMS, using a common template, to provide consistency for parents and students. Parents will have the option of receiving daily or weekly parent/guardian summaries via Google Classroom for students in grades 3 to 12.

Essential content standards not taught during the 2019-2020 school year will be taught during the 2020-2021 school year. To accomplish this, grade levels and departments will adjust their pace, instruction, and curriculum expectations.

Teachers are encouraged to keep the following pedagogical strategies in mind for distance learning:

- Provide authentic offline learning opportunities that match online instruction and align with the standards.
- Connect the social-emotional and cognitive learning opportunities with an eye on Growth Mindset.
- Provide quick mini-videos for clarifications and explanations, etc. (based on student feedback, etc).
- Organize course content intuitively. Think about how students can find and use the materials.
- Provide outlines/agendas for how students might spend their allocated time and post daily learning targets.
- Explain expectations and go over the daily learning targets. Have students self-assess their progress on learning targets.
- Give incremental feedback on projects.
- Provide a lot of examples for instruction and incorporate student examples when appropriate. Arrange for students to work in groups that incorporate online tools, cell phones, etc. and use some large group time for sharing, for analyzing, etc.
- Make the online class an inviting place to be for students. Consider creating very compelling pre-mini assignments such as a question to debate, mystery guest, brain teaser, etc. to launch Zooms/Google meets so students do not want to miss. Invite students' ideas.
- Provide opportunities for student collaboration and interactive learning that complements direct instruction and independent coursework.

Staff will monitor student access, engagement, and assignment completion regularly. Teachers will provide whole class and individual feedback to students on assignments through the instructional platform as they are completed and they will differentiate instruction to meet each student's needs. Formative, summative, and authentic assessments will be used to guide instruction and assess students' learning. Additionally, when feasible, students may be remotely assessed using aimswebPLUS, NWEA, and the Kindergarten Readiness Assessment to measure student gaps, to

determine instructional readiness, monitor progress, and to diagnose specific areas of deficit in math and reading.

Building leadership teams will develop periodic checkpoints around curriculum and instruction and ongoing monitoring of student progress, specifically honing in on the progress of students in need of additional academic support.

Staff will utilize accessibility features built into online platforms as needed. Special education staff will ensure students know how to access their IEP accommodations, and they will assist general education teachers with meeting these requirements. Special education teachers will follow their regular teaching assignment schedule. Staff will provide accommodations for students under Section 504 and English Language Learners (ELL) when applicable. Interventions and enrichment will be provided at all instructional tiers and during elementary WIN, middle School PAWS/advisory, and the high school TIES class.

Students will receive end-of-trimester standards-based grades at the elementary level, and end-of-trimester traditional grades at the secondary level. All end-of-trimester grades will be reported in Skyward. At the secondary level, Skyward grades will be updated weekly except for large projects/papers which should be graded within two weeks. Moreover, at the secondary level, the full-grading scale and credit structure will be in place, including the AP 5.0 scale at the high school. Personal curriculum plans for high school students will be implemented.

Teachers will mark attendance in the morning and afternoon for elementary students, and at the start of every period for secondary students. Attendance will be marked in Skyward using the in-person attendance policies outlined in the student/parent handbooks and GSRP implementation manual, and two-way communication logs will be maintained as needed. Students are expected to fully participate in the learning day or parents/students are expected to communicate extenuating circumstances preventing such attendance, in advance, to develop personalized plans that allow for the student to participate.

For our students in dual enrollment courses, we will be working with the provider to determine the next steps. We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in CTE programs, we will work with the CTE Principal/Director to ensure our students can complete these courses. When needed, the district will ensure the student has the necessary resources.

Mason Public Schools is committed to providing distance learning for all students including eligible students in applicable programs, pre-K to 12 students with IEPs, students with 504 plans, ELL students, and students (18-26) in post-secondary transition programs. Distance learning may be provided in coordination with partner programs (e.g., Wilson Talent Center, The Early College, HSDCI, Graduation Alliance, Edgenuity, MVU, etc.). Students whose IEPs indicate a special education program or related service (i.e. CI program, resource program, OT, PT, Speech, etc. including students with pending initial evaluations), will have an amendment or contingency learning plan if the IEP cannot be fully implemented. The district is committed to making a best faith effort to provide support for those students with specialized needs.

Staff will use the instructional platforms to monitor student wellness, engagement, and completion of assignments. Inconsistent completion and/or communication with a parent or student will be raised to the principal or social worker/counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (DHHS, ISD supports, etc.)

The district will query parents to determine current mental health needs and provide an online form for parents/students to request support. Based on form requests, counselors/social workers will reach out to individual students and families to determine what they may need. If needed, the counselors/social workers will help connect the family to outside agencies to help meet their needs. Staff will monitor and assess the needs of students and families through their communications. If a need is identified, the teacher will elevate that need to the principal or counselor/social worker to make the necessary follow-up contact. The principal will hold periodic virtual meetings with staff to identify any additional students or families in need.

Social Workers and counselors will provide support and guidance to teachers regarding social-emotional learning, wellness checks, and Internet safety. Social workers and counselors will conduct wellness check-ins with students and families from their caseloads.

If needed, the district will follow its comprehensive crisis management plan to leverage available internal and external community-based resources, which can be activated efficiently as needed (e.g., loss of a student, loss of a staff member, etc).

Staff will be provided with timely, responsive, and ongoing professional development (including time for weekly PLCs), as well as needed tools, resources, and implementation support, focused on a variety of topics, including social-emotional learning, trauma-informed best practices, technology use, curriculum, instruction, and assessment. Additionally, families will be provided workshops on supporting their student's learning at home, including training on accessing and using the school's digital systems and tools.

This plan will be communicated through Mason's School Messenger communication platform, according to the preferences our parents/guardians have chosen in that system. The plan will be posted in a prominent location on our district website.

**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.

Mason Public School will take the following actions to implement face covering requirements during any on-site, in-person instruction, should it occur during Phase 4:

**All Staff and Students will be provided with reusable face coverings. Disposable face coverings will be available on an as-needed basis.**

**Staff and Students will be provided training/instruction regarding face covering requirements and proper facial covering use prior to their first day on-site for the 20-21 school year.**

**Signs and verbal announcements will be utilized to remind and reinforce face covering expectations.**

**Any staff member or student unable to medically tolerate a face covering must provide documentation from a physician indicating the same.**

**School Buses** - All PreK-12 students, staff, and bus drivers must wear a facial covering during all school district provided transportation.

**Hallways and Common Areas** - Facial coverings will always be worn by preK-12 students and adults in our hallways and common areas, except during meals.

### **Classrooms**

Staff - Required to wear a face covering at all times, except when eating meals.

K-5 Students - students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

6-12 Students - students in grades 6-12 must wear a facial covering in their classrooms and throughout the building, except when eating meals.

## **2. Hygiene**

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

### **Hygiene Supplies & Use**

Staff and Students will have access to hand soap or sanitizer in each restroom, classroom, and most common areas. The district will purchase and provide hand soap and sanitizer.

Staff and Students will receive instruction regarding proper handwashing and sanitizer use. Teachers will teach and reinforce hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

Students and teachers must have scheduled hand washing with soap and water every 2-3 hours.

Proper hand washing techniques signs will be posted in all restrooms.



### 3. Cleaning

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

All Cleaning protocols and requirements will be provided to all staff (including contracted service workers). Included in the requirements will be the proper and safe storage of cleaning products.

Any staff performing cleaning activities will be provided with and required to wear a mask, a face shield, and a mask.

The district is planning to utilize contracted custodials services to address the additional cleaning needs..

All 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.

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

### 4. Athletics

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

The district is following the MHSAA and NFHS guidelines. Every coach and athlete is being screened everyday and will receive direction to use proper hand hygiene. Equipment is being disinfected after each use, the district has purchased UV Sanitizing lights to help with this. The district is following guidelines from the MHSAA regarding competitions. Everyone will be wearing masks except for when allowed during activity. When and if spectators are allowed, they will wear masks also. All athletes bring their own water bottles and will not shake hands or high five. No indoor activity is currently taking place until allowed by Executive Order. Outdoor athletics events are limited to 100 people, including spectators. Spectators from different households must practice social distancing.

Bus transportation standards will be followed as noted in section B.7.

### 5. Screening

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

The district is currently screening all employees daily, per the active Michigan Executive Order. The district continues to utilize the daily screening form that was provided by the Ingham County Health Department.

**6. Testing**

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

The district has received guidance from the Ingham County Health Department, via the Ingham ISD. The district will report identified positive cases to the Ingham County Health Department and provide contact information to that department, as requested.

**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).

Mason Public Schools will provide masks and hand sanitizer to all drivers and riders and require the use of the same. The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.

Buses will be cleaned and disinfected after each route, without children present. Frequently touched surfaces will be cleaned and disinfected prior to each route. Staff will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

For students that are not allowed to board a district vehicle (including students that become ill during the school day), parents/guardians will be contacted. In the instance that a parent/guardian is not able to transport the student, the local health department and law enforcement will be contacted for assistance and guidance to ensure the student safety and their return to home.

For a driver that becomes ill during the workday, a face covering is required, the driver will not be allowed to continue working, protocols from the Ingham County Health Department will be followed, and the staff will receive guidance for testing.

Ventilation will be increased by opening windows and doors, as weather permits, both while the occupied vehicle is parked or in motion.

**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.**

See C.1.

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*.

Mason Public Schools will continue to follow the 'required' elements from Phase 4 during Phase 5, implementing as noted above.

In the area of Athletics, the district will follow the guidelines published by the MHSAA and NFHS prior

to finalizing protocols, while prioritizing the health and safety of our students and staff.

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*.

None.

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**.


Yes. Mason Public Schools is not able to assure consistent implementation of ALL of the Strongly Recommended protocols during Phase 4 on-site, in-person instruction. As such, the district plans to begin the school year with remote learning.

## 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:**

  
Mr. Kurt Creamer, President

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

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

**Name of District/PSA/Nonpublic Leader Submitting Plan: Mason Public Schools**

**Date Received by the ISD/Authorizing Body/Chief or designated School  
Administrator: August 13, 2020**

**Date Submitted to State Superintendent and State Treasurer: August 17, 2020**