

Sault Area Public Schools

Return to School Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 3:00 PM
07/23/20

Name of District: Sault Area Public Schools

Address of District: 876 Marquette Ave.

District Code Number: 17010

Web Address of the District: <https://www.saultschools.org/>

Name of Intermediate School District: Eastern Upper Peninsula Intermediate School District

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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.

Sault Area Public Schools is preparing to expand on the [Continuity of Learning and COVID-19 Response Plan](#) created in April 2020. One to one computing with chromebooks for all students in grades K through 12 will be implemented. Our Eastern Upper Peninsula Intermediate School District has also deployed several WiFi hotspots throughout the district at area township halls, community centers, and religious organizations this past spring. With this upgrade in technology, the district is preparing to move to an online and packet format for students in grades K through 6.

To ensure *minimum basic school operations*, all office staff will perform essential duties 8:00 - 3:00 following the published district calendar. These basic duties include phones, email, website, social media, and assistance to parents, students, teachers, and administration for basic school operations. Office staff will not be answering the phone or performing other essential duties from 12:00 to 1:00 each day.

Teachers will update grades minimally once per week. Teachers will evaluate student work and provide feedback on that work resulting in a **letter grade (7-12) or a standards based grade (K-6)**. Secondary teachers may require exams to be proctored virtually, at their discretion, to ensure authenticity of student work.

If a student is unable to attend, due to illness, a parent will be required to notify the attendance office. Pre-arranged absences are still available through the attendance office.

Grades K-4: Students will be provided individual devices. Students would be expected to meet virtually with their teacher(s) and class a minimum of 15-20 minutes per session at least 2 times per day (e.g. opening and closing). This is the minimum instructional time and more time may be scheduled per individual teachers discretion.

Instructional packets would be sent home in two week formats. The students will have their content area workbooks or online programs available. Instructional packets for additional assignments will be provided via postal mail.

The assignments for both the workbooks and additional assignments would be returned to the school through the following methods: online through the online workbooks and virtual instruction. In the event there is not an online workbook option, or if a student does not have virtual availability, the completed work will be returned via hand delivery to the designated area for each school each week.

Attendance is required for each virtual instruction session. Daily attendance will be taken in the Sault Area Public Schools Student Information System for each virtual session. In the event the student does not attend the session, a contact to excuse the student must be made with the teacher. If a student misses 2 consecutive days of virtual sessions, individual contact will be made with the family.

Grades 5-6: Students will use their district provided devices to access their online classes (5) five days per week in 15 minute increments. Virtual classes will begin at 10am and continue until 11:45, Monday thru Friday.

Instructional packets would be sent home in two-week formats. The students will have their content area workbooks or online programs available. Instructional packets for additional assignments will be provided via postal mail.

The assignments for both the workbooks and additional assignments would be returned to the school through the following methods: online through the online workbooks and virtual instruction. In the event there is not an online workbook option, or the student does not have virtual availability, the completed work will be returned via hand delivery to the designated area for each school each week.

Attendance is required for each virtual instruction session. Daily attendance will be taken in the Sault Area Public Schools Student Information System for each virtual session. In the event the student does not attend the session, a contact to excuse the student must be made with the teacher. If a student misses 2 consecutive days of virtual sessions, individual contact will be made with the family.

Grade 7-8 Students will use their district provided devices to access their online classes (5) five days per week in 15-minute increments. Virtual classes will begin at 10am and continue until 11:45, Monday thru Friday. All students will be issued a chromebook or other device necessary to access the internet for the purposes of remote learning. If student internet access is not available, students can request other arrangements individually with administration. Each student will be assigned a login and password to access *Google Classroom* and/or *Microsoft Teams* as the districts Learning Management System (LMS). Students will be expected to follow the published school calendar through remote access. In other words, students must be in attendance Monday to Friday with the exception of holiday breaks and scheduled professional development days. Attendance will be taken for all courses daily.

Grade 9-12 All students will be issued a chromebook or other device necessary to access the internet for the purposes of remote learning. If student internet access is not available, students can request other arrangements individually with administration. Each student will be assigned a login and password to access *Google Classroom* and/or *Microsoft Teams* as the districts Learning Management System (LMS). Students will be expected to follow the published school calendar through remote access. In other words, students must be in attendance Monday to Friday with the exception of holiday breaks and scheduled professional development days. Attendance will be taken for all courses daily.

The schedule for students to login is as follows:

1st hour:	8:30 to 9:00
2nd hour:	9:00 to 9:30
3rd hour:	9:30 to 10:00
4th hour:	10:00 to 10:30
5th hour:	10:30 to 11:00
6th hour:	11:00 to 11:30
7th hour:	11:30 to 12:00

From 1:00 to 3:00, teachers are available for contact as outlined in Google Classroom or Microsoft Teams.

Daily attendance will be taken every hour by each instructor and recorded through Illuminate. Parents can access attendance via the *parent portal* <https://eup.illuminatehc.com/login>.

Students can expect to find all course material on their respective Learning Management System (LMS). This includes all videos, course assignments, scheduled assessments, and links to outside material.

Should an instructor be ill, students are expected to login. An administrator or designee will also login to take attendance and provide information regarding the day's assignment.

Several courses are equipped with paraprofessionals or co-teaching services. Paraprofessionals and co-teachers will login to their assigned class periods to ensure all services are still being met. From 1:00 to 3:00 paraprofessionals will be available to work with students regarding their individual needs.

FOOD DISTRIBUTION

- All food service staff will report to the high school kitchen for their assigned shifts. Staff must complete a pre-shift symptom questionnaire and their temperature will be taken upon arrival to shift.
- Staff will be required to wear face masks (face shields not permitted). Proper hygiene
- PPE will be worn at all times (hair covering, gloves, apron).
- Kitchen area and common touch points will be sanitized at the start of shift and at least once every 90 minutes (more frequently as needed).
- Families will be asked to pre-order meals ahead of time requesting breakfast, lunch, or both. Student name and lunch number will need to be provided.
- Pickup of meals will occur one day each week to provide M-F meals.
- Pick up will take place at the high school in a marked location.
- Families will not be allowed to exit their vehicles at time of pick up. Meals will be placed in the back of the family's vehicle by a food service staff member.
- At time of pick up a food service staff member will ask for names of students and verify correct accounts.
- Students with documented special dietary needs who request meals will be able to receive appropriate meals.
- **Meals will be charged to the student's account on the day of pick-up at their approved rate (free, reduced, or paid).**

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.

Executive Order 2020-147 requires masks in all indoor, public places. At this time public schools are included in this executive order. Students would be able to remove masks only during lunch while

seated six feet apart in the lunchroom or while socially distant and participating in a physical education course.

K-12 - All students and staff will be required to wear a face mask during the school day except during meals, while participating in a physical education course, or unless face coverings cannot be medically tolerated.

- Students K-12 who are unable to medically tolerate a face covering must provide written verification from their doctor.
- The requirement to wear a face covering does not apply to individuals who are exercising when wearing a face covering would interfere in the activity.

2. Hygiene

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

- Hand Sanitizer will be stationed in several places throughout the building. These include:
 - All main entrances
 - All offices
 - All classrooms
 - All locations to enter and exit the cafeteria
 - All bathrooms
 - All busses
- Plexiglass guards will be installed:
 - All main offices
 - All cafeteria lines
- Positive Behavior Intervention Support (PBIS) videos/lessons regarding the following will be shown to students:
 - Proper handwashing
 - Proper use of facemasks
 - Proper method to cough and sneeze
 - Social distancing
- Staff and students will wash cloth masks on a daily basis

3. Cleaning

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

Sault Area Public Schools in conjunction with school staff will ensure that shared materials are cleaned after each class to include technology and other hands-on class materials. Frequent touch points will be cleaned as per guidelines to include door handles, bathroom fixtures and benches. Student desks will be wiped down every class period.

- Frequently Touched Surfaces will be cleaned hourly. These include:
 - Door handles, counters, copy machines and common phones
 - Water filling stations
 - Elevator buttons
 - Handrails and doors on ramps and stairways
 - All doors used to enter and exit the building
- Busses
 - Busses will be sanitized between drop off and pick up.
 - A deep clean will be performed nightly.
- Cafeteria
 - Common touch points will be wiped down between each lunch.

- Tables will be cleaned between each lunch.
 - A deep clean will be performed nightly.
- Classrooms
 - Students will disinfect their desk when entering each classroom.
 - Each teacher or their designee will wipe down doorknobs prior to the start of every class period.

4. Athletics

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

Sault Area Public Schools will ensure compliance with all guidance published by the MHSAA. This will include:

- Students and coaches will utilize proper handwashing techniques after each practice.
- Students will confirm they are healthy and symptom free before each practice or competition.
- Equipment will be disinfected before and after use.
- Each participant will have their own water bottle.
- Weight rooms will not be in operation.
- When traveling to competition facemasks are required on the bus.
- Large scale indoor competition is suspended.
 - Competition is limited to students, coaches, and other essential personnel.
- Large scale outdoor competition will be limited to 100 spectators.
 - People not part of the same household must remain 6 ft apart.

5. Screening

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

Sault Area Public Schools will communicate with the **Chippewa County Health Department** frequently and closely monitor the health department publications regarding positive cases, contact tracing, and possible exposure sites.

- Rooms will be established in the nurse's office and the main office.
 - Nurse will screen students in her office when available.
 - Main office secretary, principal, or assistant principal will screen students in the main office when the nurse is not available.
- Students who exhibit symptoms:
 - Will be provided a surgical mask
 - Will have a parent or guardian contacted
 - Will remain in the designated room until their parent/guardian can transport them home
 - Will be sent home for 10 school days and until they are symptom free or until they provide documentation of a **negative test**
- Students and staff will self-check for symptoms of covid each morning before arriving at school or on a school bus. Students and staff will verify the following:
 - No fever
 - No shortness of breath
 - No sore throat
 - No cough
 - No loss of taste or smell
 - **Temperature below 100.4**
- Any staff or student who develops symptom should:
 - Remain home
 - Communicate with the school
 - Communicate with his or her primary care physician

6. Testing

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

Sault Area Public Schools will communicate with the **Chippewa County Health Department** frequently and closely monitor the health department publications regarding positive cases, contact tracing, and possible exposure sites.

- Students who exhibit symptoms:
 - Will be transported by their parent to War Memorial Hospital or other providers for off-site testing
 - Will remain home for ten school days or until they test negative and are symptom free
- Staff who exhibit symptoms:
 - Will be transported to War Memorial Hospital or other providers for off-site testing
 - Will remain home for ten school days or until they test negative and are symptom free
- In the event of a positive test, the **Chippewa County Health Department** will be contacted and provided information including:
 - Seating charts
 - Lunch contact
 - Bussing information
 - Other possible persons known to have been within six feet for greater than 15 minutes

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).

- Face Coverings
 - Students and Staff are required to wear face coverings at all times.
- Students will sanitize their hands upon entering and leaving the bus.
- All students will be placed in assigned seats.
- Busses operate at 50% capacity.
- If a student becomes sick during the day:
 - Their parent/guardian will be contacted to pick them up.
 - If a parent/guardian is unable to transport an emergency contact will be called.

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 (p. 22)

- b. 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:
 - vi) All staff and all students in grades preK-12 when on a school bus.
 - vii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - viii) All staff when in classrooms.
 - ix) All students in grades 6 and up when in classrooms.
 - x) 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.

Executive Order 2020-147 requires masks in all indoor, public places. At this time public schools are included in this executive order. Students would be able to remove masks only during lunch while seated in the lunchroom or while participating in a physical education course.

K-12 - All students and staff will be required to wear a face mask during the school day except during meals, while participating in a physical education course, or unless face coverings cannot be medically tolerated.

- Students K-12 who are unable to medically tolerate a face covering must provide written verification from their doctor.
- The requirement to wear a face covering does not apply to individuals who are exercising when wearing a face covering would interfere in the activity.

2. Hygiene

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

- Hand Sanitizer will be stationed in several places throughout the building. These include:
 - All main entrances
 - All offices
 - All classrooms
 - All locations to enter and exit the cafeteria
 - All bathrooms
 - All Busses
- Plexiglass guards will be installed:
 - All main offices
 - All cafeteria lines
- Positive Behavior Intervention Support (PBIS) videos/lessons regarding the following will be shown to students:
 - Proper handwashing
 - Proper use of facemasks
 - Proper method to cough and sneeze
 - Social distancing
- Staff and students will wash cloth masks on a daily basis

3. Cleaning

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

Sault Area Public Schools in conjunction with school staff will ensure that shared materials are cleaned every four hours to include technology and other hands-on class materials. Frequent touch points will be cleaned as per guidelines to include door handles, bathroom fixtures and benches. Student desks will be wiped down multiple times per day.

- Frequently Touched Surfaces will be cleaned every four hours
- These include:
 - Door handles, counters, copy machines and common phones
 - Water filling stations
 - Elevator buttons
 - Handrails and doors on ramps and stairways
 - All doors used to enter and exit the building
- Busses
 - All seats will be sanitized between the morning and afternoon runs.
 - A deep clean will be performed nightly.
- Cafeteria
 - Common touch points will be wiped down between each lunch.

- Tables will be cleaned between each lunch.
- A deep clean will be performed nightly.
- Classrooms
 - Each student will sanitize their desk, chair, or workstation at the beginning of **third hour** and the beginning of **sixth hour** for the secondary level. Elementary school students will sanitize twice daily.
 - Additional supplies will be provided for students who wish to wipe down their desks in more frequent intervals.
 - Teachers will sanitize door knobs and handles in their classroom at the beginning of **third hour** and the beginning of **sixth hour** for the secondary level. Elementary school teachers will perform this task twice a day.
 - Deep cleaning will be performed nightly.

4. Athletics

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

Sault Area Public Schools will ensure compliance with all guidance published by the MHSAA. This will include:

- Students and coaches will utilize proper handwashing techniques after each practice
- Students will confirm they are healthy and symptom free before each practice or competition
- Equipment will be disinfected before and after use
- Each participant will have their own water bottle
- Weight rooms are permissible.
- When traveling to competition facemasks are required on the bus
- Large scale indoor competition will be limited to 250 spectators
 - People not part of the same household must remain 6 ft apart
- Large scale outdoor competition will be limited to 250 spectators.
 - People not part of the same household must remain 6 ft apart.

5. Screening

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

Sault Area Public Schools will communicate with the **Chippewa County Health Department** frequently and closely monitor the health department publications regarding positive cases, contact tracing, and possible exposure sites.

- Rooms will be established in the nurse's office and the main office.
 - Nurse will screen students in her office when available.
 - Main office secretary, principal, or assistant principal will screen students in the main office when the nurse is not available.
- Students who exhibit symptoms:
 - Will be provided a surgical mask
 - Will have a parent or guardian contacted
 - Will remain in the designated room until their parent/guardian can transport them home
 - Will be sent home for 10 school days and until they are symptom free or until they provide documentation of a **negative test**
- Students and staff will self-check for symptoms of covid each morning before arriving at school or on a school bus. Students and staff will verify the following:
 - No fever
 - No shortness of breath
 - No sore throat

- No cough
- No loss of taste or smell
- **Temperature below 100.4**
- Any staff or student who develops symptom should:
 - Remain home
 - Communicate with the school
 - Communicate with his or her primary care physician

6. Testing

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

Sault Area Public Schools will communicate with the **Chippewa County Health Department** frequently and closely monitor the health department publications regarding positive cases, contact tracing, and possible exposure sites.

- Students who exhibit symptoms:
 - Will be transported by their parent to War Memorial Hospital or other providers for off-site testing
 - Will remain home for ten school days or until they test negative and are symptom free
- Staff who exhibit symptoms:
 - Will be transported to War Memorial Hospital or other providers for off-site testing
 - Will remain home for ten school days or until they test negative and are symptom free
- In the event of a positive test, the **Chippewa County Health Department** will be contacted and provided information including:
 - Seating charts
 - Lunch contact
 - Bussing information
 - Other possible persons known to have been within six feet for greater than 15 minutes

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).

- Face Coverings
 - Students and Staff are required to wear face coverings at all times.
- Students will sanitize their hands upon entering and leaving the bus.
- All students will be placed in assigned seats.
- If a student becomes sick during the day:
 - Their parent/guardian will be contacted to pick them up.
 - If a parent/guardian is unable to transport an emergency contact will be called.

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*.

All highly recommended protocols outlined in the *Return to School Roadmap* under phase 5 will be adhered to.

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*.

All highly recommended protocols outlined in the *Return to School Roadmap* under phase 5 will be adhered to.

- 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**.

All highly recommended protocols outlined in the *Return to School Roadmap* under phase 4 will be adhered to.

Information Presented by Grade Level and Location

Phase 1 – 3

Buildings are closed to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations. All athletics are suspended. Remote learning for all students will be maintained.

Phase 4

Grade K-6 Instructional components in Phase 4 will include a hybrid scheduling model. Students will be divided into two cohorts. The first cohort will attend school on Monday and Tuesday of each week, and work on packet assignments Wednesday through Friday of the week. The second cohort will work on packet materials Monday through Wednesday of the week and participate in face-to-face instruction Thursday and Friday of the week. A student who is provided with free or reduced lunch will be provided meals to take home on either Tuesday or Friday, depending on their schedule.

Grade 7-12 In phase 4, we will run a hybrid scheduling model. This will reduce the number of students in the building by half. The students will be in the building two days of the week and will be responsible for online learning for the remaining three days. Students will be in person either Monday and Tuesday OR Thursday and Friday. A student who is provided with free or reduced lunch will be provided meals to take home on either Tuesday or Friday, depending on their schedule. Schedules will be determined by a district formula that accommodates individual needs of families when possible. Students in certain CTE/elective courses may be able to attend that course four days per week to accommodate the applied nature of the course.

All students Grades 7-12 will participate in remote learning on Wednesdays.

The schedule for students to login on Wednesday is as follows:

1st hour:	8:30 to 9:00
2nd hour:	9:00 to 9:30
3rd hour:	9:30 to 10:00
4th hour:	10:00 to 10:30
5th hour:	10:30 to 11:00
6th hour:	11:00 to 11:30
7th hour:	11:30 to 12:00

- In preparation for school each morning:
 - Parents should ensure their son or daughter does not have a cough, sore throat, shortness of breath, or has had close contact with or cared for someone with COVID19. Should they present with any of these symptoms, contact the attendance office at:
 - Middle School and High School (906) 259-8250 or attendsaps@eupschools.org
 - Lincoln (906) 635 - 6626
 - Washington (906) 635 - 6629
 - Malcolm (906) 635 - 6638
 - Parents will monitor their son or daughter's temperature to ensure it is less than 100.4 degrees fahrenheit. Should they present with a temperature of 100.4 or above, contact the attendance office at
 - Middle School and High School (906) 259-8250 or attendsaps@eupschools.org
 - Lincoln (906) 635 - 6626
 - Washington (906) 635 - 6629
 - Malcolm (906) 635 - 6638
 - Parents will provide their son or daughter with a face covering.
- Bussing
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Hand sanitizer will be provided at the entrance of the bus.
 - Students will sanitize upon entering and exiting the bus.
 - Busses operate at 50% capacity.

- Assigned seats are required.
 - Cleaning
 - Busses will be sanitized between drop off and pick up.
 - Deep cleaning will be performed nightly.
- Entrance
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Hand sanitizer will be provided at the entrance of each building.
 - Students will sanitize upon entering and exiting the building.
 - Students maintain social distancing and avoid congregating prior to going to their first hour class.
 - Students should proceed directly to the building and not congregate in the parking lot or bus loop.
 - Cleaning
 - Entrances will be cleaned and sanitized at hourly intervals throughout the school day.
 - Deep cleaning will be performed nightly.
- Class
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Hand sanitizer will be provided at the entrance of each classroom.
 - Students will sanitize upon entering and exiting the classroom.
 - Students shall remain socially distanced prior to the bell ringing. Students will avoid congregating at the doorway.
 - Students will only consume their own food or drink.
 - Backpacks are permitted in classrooms so students may limit locker use.
 - Classrooms arranged in rows with a six-foot minimum required.
 - Students sit in assigned seats.
 - Cleaning
 - Each student will sanitize their desk, chair, or workstation when entering the classroom.
 - Teachers will sanitize doorknobs, handles, and shared areas or devices in their classroom hourly.
 - Deep cleaning will be performed nightly.
- Hallway
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Drinking fountains will not be in operation.
 - Social distancing protocols will be adhered to at all times.
 - Traffic flow will be maintained in a singular direction.
 - Backpacks are permitted in hallways so students may limit locker use.
 - Cleaning
 - Water filling stations will be sanitized hourly.
 - Elevator buttons and handrails will be sanitized hourly.
 - Handrails and doors on ramps and stairways will be sanitized hourly.
- Exiting
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene

- Hand sanitizer will be provided at the entrance of each building.
 - Students will sanitize upon entering and exiting the building.
 - Students maintain social distancing and avoid congregating while exiting the building. Only students having after school activities will remain in the building after dismissal.
 - Cleaning
 - Entrances will be cleaned and sanitized at hourly intervals throughout the school day.
 - Deep cleaning will be performed nightly.
- Lobby
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Drinking fountains will not be in operation.
 - Social distancing protocols will be adhered to at all times.
 - Sanitizers and/or sinks will be available for cleaning upon entrance and/or exit.
 - Students maintain social distancing and should not congregate in the lobby.
 - Traffic flow will be maintained in a singular direction.
 - Cleaning
 - Water filling stations will be sanitized hourly.
 - Elevator buttons and handrails will be sanitized hourly.
 - Handrails and doors on ramps and stairways will be sanitized hourly.
- Offices
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Plexiglass dividers will be installed on all secretarial counters.
 - Hand sanitizer will be provided at the entrance of the office.
 - Students will sanitize upon entering and exiting the office.
 - Students maintain social distancing and will not congregate in the office.
 - Parents may drop off food for their son or daughter only. Items such as pizza should only be delivered in a single person quantity.
 - Cleaning
 - Door handles, counters, copy machines and common phones will be sanitized hourly.
 - Deep cleaning will occur nightly.
- Cafeteria
 - Face Coverings
 - Students and staff are required to wear face coverings at all times unless seated at your table and eating.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Hand sanitizer will be provided at the entrance of the cafeteria.
 - Students will sanitize upon entering and exiting the cafeteria.
 - Cashiers will be behind plexiglass.
 - All students will sit on the same side of the table.
 - Three lunches will be developed and outdoor spaces will be utilized to maximize social distancing. Additionally, the building will be run at 50% capacity.
 - Students will remain at their lunch table until dismissed, to ensure social distancing.
 - Staff will serve student food or items will be prepackaged.

- For students visiting staff during lunch, staff will issue passes and keep a log of students in their classroom during lunch periods.
 - Students leaving the cafeteria will provide their pass to the lunchroom staff and will be logged.
 - Courtyard and gymnasium will remain open for students.
 - Students will only consume their own food or drink.
- Cleaning
 - Tables will be cleaned in between lunches.
 - Drink dispensers will be sanitized between lunches.
- Bathrooms
 - Students will be encouraged to use these facilities during class periods.
 - Students will remain socially distant.
 - Students will not congregate in restrooms.
 - All touchable (sinks, handles, etc.) surfaces will be sanitized hourly.
- Locker Rooms
 - Locker room usage is limited to PE and after school athletics, no other access.
- Other points to be considered
 - BBQs and sharing of food parties are not permissible.
 - Food, in general - no parties, no birthday celebrations, etc.
 - Parents may drop off food for their son or daughter only. Items such as pizza should only be delivered in a single person quantity.

Phase 5

In phase 5, we will run a traditional daily schedule with all students in the building.

- In preparation for school each morning
 - Parents will ensure their son or daughter does not have a cough, sore throat, shortness of breath, or has had close contact with or cared for someone with COVID19. Should they present with any of these symptoms, contact the attendance office at:
 - Middle School and High School (906) 259-8250 or attendsaps@eupschools.org
 - Lincoln (906) 635 - 6626
 - Washington (906) 635 - 6629
 - Malcolm (906) 635 - 6638
 - Parents will monitor their son or daughter's temperature to ensure it is less than 100.4 degrees Fahrenheit. Should they present with a temperature of 100.4 or above, contact the attendance office at:
 - Middle School and High School (906) 259-8250 or attendsaps@eupschools.org
 - Lincoln (906) 635 - 6626
 - Washington (906) 635 - 6629
 - Malcolm (906) 635 - 6638
 - Parents will provide their son or daughter with a face covering.
- Bussing
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Hand sanitizer will be provided at the entrance of the bus.
 - Students will sanitize upon entering and exiting the bus.
 - Assigned seats are required.
 - Cleaning
 - Busses will be sanitized between morning and afternoon runs.
 - Deep cleaning will be performed nightly.
- Entrance
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Students will proceed directly to the building and not congregate in the parking lot or bus loop.
 - Hygiene
 - Hand sanitizer will be provided at the entrance of each building.
 - Students will sanitize upon entering and exiting the building.
 - Students maintain social distancing and avoid congregating prior to going to their first hour class.
 - Cleaning
 - Entrances will be cleaned and sanitized every four hours.
 - Deep cleaning will be performed nightly.
- Class
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Hand sanitizer will be provided at the entrance of each classroom.
 - Students will sanitize upon entering and exiting the classroom.

- Students shall remain socially distanced prior to the bell ringing. Students will avoid congregating at the doorway.
 - Students will only consume their own food or drink.
 - Classrooms arranged in rows.
 - Students sit in assigned seats.
 - Cleaning
 - Each student will sanitize their desk, chair, or workstation at the beginning of third hour and the beginning of sixth hour for the secondary level. Elementary school students will sanitize twice daily.
 - Additional supplies will be provided for students who wish to wipe down their desks in more frequent intervals.
 - Teachers will sanitize door knobs and handles in their classroom at the beginning of third hour and the beginning of sixth hour for the secondary level. Elementary school teachers will perform this task twice a day.
 - Deep cleaning will be performed nightly.
- Hallway
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Drinking fountains will not be in operation.
 - Social distancing protocols will be adhered to at all times.
 - Traffic flow will be maintained in two directions with all students on the right side of the hallway.
 - Cleaning
 - Water filling stations will be sanitized every four hours.
 - Elevator buttons and handrails will be sanitized every four hours.
 - Handrails and doors on ramps and stairways will be sanitized every four hours.
- Exiting
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Hand sanitizer will be provided at the entrance of each building.
 - Students will sanitize upon entering and exiting the building.
 - Students maintain social distancing and avoid congregating while exiting the building. Only students having after school activities will remain in the building after dismissal.
 - Cleaning
 - Entrances will be cleaned and sanitized every four hours.
 - Deep cleaning will be performed nightly.
- Lobby
 - Face Coverings
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - Hygiene
 - Drinking fountains will not be in operation.
 - Social distancing protocols will be adhered to at all times.
 - Sanitizers and/or sinks will be available for cleaning upon entrance and/or exit.
 - Students maintain social distancing and will not congregate in the lobby.
 - Traffic flow will be maintained in two directions with all students on the right side of the hallway.
 - Cleaning
 - Water filling stations will be sanitized every four hours.

- Elevator buttons and handrails will be sanitized every four hours.
 - Handrails and doors on ramps and stairways will be sanitized every four hours.
- **Offices**
 - **Face Coverings**
 - Students and staff are required to wear face coverings at all times.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - **Hygiene**
 - Plexiglass dividers will be installed on all secretarial counters.
 - Hand sanitizer will be provided at the entrance of the office.
 - Students will sanitize upon entering and exiting the office.
 - Students maintain social distancing and will not congregate in the office.
 - Parents may drop off food for their son or daughter only. Items such as pizza should only be delivered in a single person quantity.
 - **Cleaning**
 - Door handles, counters, copy machines and common phones will be sanitized every four hours.
 - Deep cleaning will occur nightly.
- **Cafeteria**
 - **Face Coverings**
 - Students and staff are required to wear face coverings at all times unless seated at your table and eating.
 - Cloth coverings are expected to be washed daily and disposable coverings must be replaced daily.
 - **Hygiene**
 - Hand sanitizer will be provided at the entrance of the cafeteria.
 - Students will sanitize upon entering and exiting the cafeteria.
 - Cashiers will be behind plexiglass.
 - All students will sit on the same side of the table.
 - Three lunches will be developed and outdoor spaces will be utilized to maximize social distancing
 - Students will remain at their lunch table until dismissed, to ensure social distancing.
 - Staff will serve student food or items will be prepackaged.
 - For students visiting staff during lunch, staff will issue passes and keep a log of students in their classroom during lunch periods.
 - Students leaving the cafeteria will provide their pass to the lunchroom staff and will be logged.
 - Courtyard and gymnasium will remain open for students.
 - Students will only consume their own food or drink.
 - **Cleaning**
 - Tables will be cleaned in between lunches.
 - Drink dispensers will be sanitized between lunches.
- **Bathrooms**
 - Students will be encouraged to use these facilities during class periods.
 - Students need to remain socially distant.
 - Students will not congregate in restrooms.
 - All touchable (sinks, handles, etc.) surfaces will be sanitized every four hours.
- **Locker Rooms**
 - Locker room usage is limited to PE and after school athletics, no other access.
- **Other points to be considered**
 - BBQs and sharing of food parties are not permissible.
 - Food, in general - no parties, no birthday celebrations, etc.
 - Parents may drop off food for their son or daughter only. Items such as pizza should only be delivered in a single person quantity.

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: July 27, 2020

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

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: Dr. Timothy Hall

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: [Date](#)

Date Submitted to State Superintendent and State Treasurer: [Date](#)