COVID-19 Preparedness and Response Plan
(Executive Order 2020-142 District Preparedness Plan Template)

Revised
08/10/20

Name of District: BENDLE PUBLIC SCHOOLS
Address of District: 3420 COLUMBINE AVE. BURTON, MI 48529
District Code Number: 25060
Web Address of the District: www.bendleschools.org
Name of Intermediate School District: Genesee Intermediate School District
Name of Authorizing Body (if applicable): Bendle Board of Education
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


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 staff and support staff will employ “best faith” efforts to provide instruction and support services matching pre-closure levels to the greatest extent possible. Bendle Public Schools Continuity of Learning Plan (“the Plan”) will provide students learning experiences virtually via electronic devices such as Chromebooks, iPads, tablets, etc. Bendle Public Schools will provide devices to families who need one; will support families in gaining access to reliable, high-speed internet; and/or provide an alternative method for accessing instruction (e.g. hardcopy packets).

Bendle Public Schools personally contacted students and families to determine the extent to which students could access usable technology. These data helped us determine approximately how many families are in possession of devices to access electronic learning opportunities as well as internet access.

If pupils cannot participate in either electronic or paper/phone instruction due to other mitigating factors, pupils will be provided packets via U.S. Mail (or personal delivery) and/or summer programming at no cost.

For purposes of consistency and rigor, all enrolled students will participate in the “Accelerate” online curriculum and “Canvas” platform throughout the 2020-21 school year. As deemed necessary, instruction may also be supplemented by “Learning Packets” comprised of basic paper-pencil exercises for use at the K-12 levels. In addition, project-based learning will be utilized where opportunities for implementation exist. Learning platforms such as the “Kahn Academy” website and Apex online learning programs shall be included where appropriate. Staff is also encouraged to produce “YouTube” type learning video’s to further supplement at-home learning.

The district will work with students to ensure a lack of access to technology is not a barrier to successful learning at home.

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.

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1. Facial coverings will be provided by the district for use during designated meeting times, the regular school day, and other school sponsored required attendance activities.

2. **FACIAL COVERINGS** must always be worn by **staff** except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
   a. PreK-5 and special education teachers should consider wearing clear masks.
   b. Homemade facial coverings must be washed daily.
   c. Disposable facial coverings must be disposed of at the end of each day.

3. Facial coverings must be worn by preK-12 students, staff, and bus drivers during school **transportation**. Any staff or student unable to medically tolerate a facial covering must not wear one. Any staff or student incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.
   a. Homemade facial coverings must be washed daily.
   b. Disposable facing coverings must be disposed of at the end of each day.
   c. Note: Staff serving students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

4. Facial coverings must always be worn in **hallways** and common areas by **preK-12 students** in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. **Facial coverings may** be homemade or disposable level-one (basic) grade surgical masks.
   a. Homemade facial coverings must be washed daily.
   b. Disposable facing coverings must be disposed of at the end of each day.
   c. Note: Staff serving students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

5. Facial coverings must be worn in classrooms by all **students grades 6-12**. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.

6. **All 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**.

7. Facial coverings are not recommended for use in classrooms by children ages 3 and 4.

8. Individuals claiming medical exemption will need to provide rationale and documentation to the building administrator.

9. Non-Employees allowed in the school buildings will be issued a disposable mask upon signing in at the main office and will be instructed to wear the face covering at all times. Refusal to wear a mask will result in the visitor being escorted from the building by safety officer, building administrator, or designee.

10. In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.
2. **Hygiene**
   Please describe how you will implement the **requirements** for hygiene protocols from the *Return to School Roadmap* (p. 22-23).

   1. **Adequate supplies** of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques will be provided to support healthy hygiene behaviors.
   2. **Staff will teach and reinforce handwashing** with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
   3. Staff will teach and reinforce proper techniques to cover cough and sneeze into their elbows or cover with a tissue.
   4. Soap and hand sanitizers will be systematically and frequently checked and refilled.
   5. Students and teachers will have scheduled handwashing every 2-3 hours.
   6. Students and staff will limit sharing of personal items and supplies.
   7. **Students’ personal items** will be kept separate and in individually labeled cubbies, containers or lockers (*if lockers are available for use*).
   8. **Portable hand sanitizing stations** will be procured and set up throughout school buildings.

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

   1. **Frequently Touched Surfaces** including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an **EPA-approved disinfectant** or diluted bleach solution.
   2. Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an **EPA-approved disinfectant** or diluted bleach solution.
   3. **Student desks** must be wiped down with either an **EPA-approved disinfectant** or diluted bleach solution after every class period.
   4. **Playground structures** must continue to undergo normal routine cleaning, but using an **EPA-approved disinfectant** is unnecessary.
   5. Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.
   6. Staff must wear gloves, surgical masks, and face shield when performing all cleaning activities.

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

   1. The district plan will Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
   2. 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.
   3. **All equipment must be disinfected before and after use.**
4. Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
5. Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.
6. **Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.**
7. Handshakes, fist bumps, and other unnecessary contact must not occur.
8. **Indoor weight rooms and physical conditioning activities that require shared equipment are suspended.** Outdoor physical conditioning activities are allowed while maintaining social distancing.
9. Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

### 5. Screening

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

1. All employees will complete a daily health screening survey prior to reporting to work. All visitors will complete a visitor health screening, including a temperature check, prior to entering any district buildings. Visitors should call the receiving building ahead of the desired time to enter.
2. Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory (dry cough, shortness of breath), gastrointestinal symptoms, or have a temperature higher than 100.3, they should stay home.
3. Parents of students are expected to ensure students are free of illness symptoms such as dry cough, shortness of breath and temperature no higher than 100.3 degrees before entering a bus or school building.
4. Any staff or students presenting with symptoms shall not enter a school building.
5. Every school building will identify and designate a quarantine area and a staff person to care for students who become ill at school.
6. Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
7. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

### 6. Testing

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

1. Bendle Public Schools will cooperate with the Genesee County Health Department regarding implementation of protocols for screening students and staff.
2. The Genesee County Health Department will be notified immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
2. If a confirmed case of COVID-19 is identified, contact information must be collected 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 at the school.

3. In the event of a lab or clinically diagnosed case of COVID-19, **IMMEDIATE EFFORTS SHOULD BE MADE TO CONTACT ANY CLOSE CONTACTS (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) SO THEY CAN BE QUARANTINED FOR 14 DAYS AT HOME.** Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

### 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).

1. Drivers will require the use of hand sanitizers before entering the bus. Hand sanitizer will be supplied on the bus.
2. The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
   a. *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.*
3. Transportation vehicles will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned.
4. Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver’s cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
5. Equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.
6. Students that become ill at school will not be allowed to board the vehicle for a return trip home. The student(s), including siblings must be picked up by a parent.
7. If a student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
8. Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
9. Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

### 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. Upon the Governor’s declaration of Phase 5 for Genesee County, Bendle Public Schools will continue to follow all required and recommended guidance in accordance with that listed under Phase 4. Individual components of Phase 4 requirements and recommendations will be evaluated on an individual basis to determine which and to the extent each are continued. Individual building levels of illness, as well as local geographic areas of illness will be considered.
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*.

   1. All highly recommended protocols being used in Phase 4 will continue to be followed in Phase 5. Those protocols will be evaluated on an individual basis to determine which and to the extent each are continued. Individual building levels of illness, as well as local geographic areas of illness will be considered.

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*.

   1. Following a Phase 5 designation for Genesee County, there will be no “highly recommended” protocols excluded by the district until evaluation of each individual protocol is deemed unnecessary through local levels of illness and or application.

   **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**.

   **NO**

### 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: Monday, August 10, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [www.bendleschools.org](http://www.bendleschools.org)

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: John Krolewski, Superintendent

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

Date Submitted to State Superintendent and State Treasurer: