

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 11:00AM
07/20/2020

Name of District: Memphis Community Schools

Address of District: 34110 Bordman Rd. PO 201 Memphis MI 48041

District Code Number: 74120

Web Address of the District: www.memphisk12.org

Name of Intermediate School District: St. Clair County RESA

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

Preparedness Plan

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

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

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

Memphis Community Schools will be using Google Classroom as its online platform for grades K-12. . In this phase, teachers may be required to physically be present in the building and keep normal business hours, as they are considered essential workers. The following elements will be in place during this phase:

- The district will provide devices for students that do not have access to one.
- The district will work to provide community hot spots in various locations to assist with connectivity.
- Teachers are and will continue to be provided with professional development for working on online platforms
- Teachers will present daily lessons in core areas
- Teachers will assign and grade work regularly

- 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**
 - 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.

Please describe how you would implement the requirements and recommendations for **Personal Protective Equipment**.

Memphis Community Schools will meet the following safety protocols required by the Michigan Safe Schools Return to School Roadmap:

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.

- *PreK-5 and special education teachers should consider wearing clear masks.*
- *Homemade facial coverings must be washed daily.*
- *Disposable facial coverings must be disposed of at the end of each day.*

Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.

Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or 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.

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.

District and Building Implementation Plan:

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in district to parent communications, handbooks, student orientations, and staff orientations.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face covering in each designated area of the building, grounds, or bus.
- Fabric face coverings will be ordered and provided to every student and staff member. Disposable masks will be available on busses and in offices for students and staff on a daily basis.
- Individuals (staff or students) who claim medical exemption will need to meet with the district administration to provide rationale and documentation from a doctor.
- PreK-5 students will not be required to wear a face covering once they are situated in the classroom. PreK-5 students will be encouraged to wear a face covering when classroom activity places them in close proximity to other students.

- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration. Continued removals from the school building will result in permanent placement into remote instruction with the student being banned from coming to the school site.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- Guests to the school building (substitute teachers, etc) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building.
- 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 .

Please describe how you would implement the requirements and recommendations for **Hygiene**.

Memphis Community Schools will meet the following safety protocols required by the Michigan Safe Schools Return to School Roadmap:

Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).

Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

Systematically and frequently check and refill soap and hand sanitizers.

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

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

Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

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

Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

District and Building Implementation Plan:

- Every classroom will be supplied with a fixed or portable sanitation station.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked throughout the buildings.
- Teachers will contact the office immediately if supplies run out during the school day.
- Teachers and staff will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper hand washing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families. Parents and caregivers will be asked to review and reinforce with their students.
- Sharing school supplies will be limited, and each student will be provided their own necessary supplies.

Please describe how you would implement the requirements and recommendations for **Spacing, Movement, and Access.**

Memphis Community Schools will meet the following safety protocols required by the Michigan Safe Schools Return to School Roadmap:

In classrooms where large tables are utilized, space students as far apart as feasible.

As feasible, arrange all desks facing the same direction toward the front of the classroom. Teachers should maintain six feet of spacing between themselves and students as much as possible.

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

Post signage to indicate proper social distancing.

Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.

Provide social distancing floor/seating markings in waiting and reception areas.

Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.

Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

District And Building Implementation Plan:

- Building/facility leaders will determine what furniture or supplies can be removed from the building or what alternate furniture can be used to create greater physical distance. Current physical distance between students and staff in district buildings ranges from 3 to 5.5 feet after those accommodations.
- Signage will be posted throughout the building and outside restrooms and/or on doors reminding students, staff, and guests of social distancing, facial coverings requirements, and hand washing procedures.

3. Cleaning

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

Please describe how you would implement the requirements and recommendations for **Cleaning**.

Memphis Community Schools will meet the following safety protocols required by the Michigan Safe Schools Return to School Roadmap:

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.

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.

Student desks must 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.

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.

Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

District and Building Implementation Plan:

- Administration will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- All classrooms will be provided spray bottles with EPA-approved disinfectant or diluted bleach solution, paper or cloth towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building.
- Staff will walk the building wiping all high frequency usage areas at a minimum of every four hours each day school is in session.
- All classrooms will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant or diluted bleach solution. This will occur prior to the entrance of the next class.
- Elementary Classroom teachers will wipe down the students desks in accordance with the required timelines for cleaning as specified by the Roadmap or sooner if indicated by need with EPA-approved disinfectant or diluted bleach solution. Jr/Sr High School teachers will wipe student desks between each period at the secondary level with EPA-approved disinfectant or diluted bleach solution. All classrooms will have the appropriate EPA-approved disinfectant or diluted bleach solution in their rooms.
- Playground equipment will continue normal routine cleaning.

Please describe how you would implement the requirements and recommendations for **Food Service, Gathering, and Extracurricular Activities**.

Memphis Community Schools will meet the following safety protocols required by the Michigan Safe Schools Return to School Roadmap:

Prohibit indoor assemblies that bring together students from more than one classroom.

Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.

If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students. Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.

Students, teachers, and food service staff should wash hands before and after every meal. a Students, teachers, and staff should wash hands before and after every event.

Large scale assemblies of more than 50 students are suspended.

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

Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.

If possible, school-supplied meals should be delivered to classrooms with disposable utensils.

If possible, schools should offer telecasting of assemblies and other school-sanctioned events.

Extracurricular activities may continue with the use of facial coverings.

District and Building Implementation Plan:

- At this time no indoor assemblies will be held at the elementary and secondary buildings. All presentations that are needed will be done by remote monitors in the classrooms or by staff entering the room to share the needed information.
- At the elementary building a schedule will be put together to maintain cohorting and limit the number of classrooms on playgrounds for recess to one at a time. Staff will be asked to move around the playground separating groups of students more than 10 and encouraging appropriate social distancing. Students will use hand sanitizer when exiting and entering the building.
- All elementary students will be served breakfast in their rooms. Elementary classes will eat lunch with their own cohort and maintain social distancing.
- At the secondary level to start the year a designated area will be blocked off to allow for eating outside. Trash cans will be placed around the area to support disposal.
- All students will wear masks into the cafe and can remove them when eating. They will put them back on when eating is completed.
- At the Secondary the cafeteria will be opened to students. In order to address social distancing areas will be marked to social distance students as much as possible.
- Secondary students will enter the lunch service line at a staggered schedule. We will have an A, B, and C lunch schedule. Students will be separated by that determination and will also be released from class in a staggered fashion.
- Markings will be put on the floor or wall to designate a six foot apart distancing as students wait in line in the cafe and at the office and counselor office.
- All cafeteria workers will be expected to wear masks, face shields and gloves when dealing with food items. They will all be expected to wash their hands before and after all food service according to CDC guidance. Visual guidance will be in the kitchen and by every sink to encourage the correct procedure for hand washing.
- All field trips are suspended, this will be reviewed as we move to a level 5.
- All extracurricular activities will require face masking. School dances and events over 50 students will be temporarily discontinued and will be evaluated as we move to another level.
- All social distancing requirements will be in place so events will be outside or in large ventilated areas.

4. Athletics

Please describe how you will implement the **requirements** for athletics protocols from the *Return to School Roadmap*

We will follow all *guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).*

5. Screening

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

Please describe how you would implement the requirements and recommendations for **Screening Students and Staff**.

Memphis Community Schools will meet the following safety protocols required by the Michigan Safe Schools Return to School Roadmap:

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.

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.

Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work.

If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

District and Building Implementation Plan:

- A copy of our screening and exposure plan will be submitted to the County Health Department.
- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area. Staff monitoring this room will be outfitted with appropriate PPE including, face shields, Masks, gloves, sanitizing wipes, and portable two-way radios.
- Each building will have an identified and trained staff person to serve as the quarantine officer. These duties will take precedence over any other responsibilities.
- From the time of identification of potential infection, the student will be monitored by the quarantine officer and a log sheet will be kept.
- Parent communication will be made immediately with clear and concise directions.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were within 6 feet for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and will sign an assurance form agreeing to this.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school.
- Positive tests for staff members will result in a minimum of ten days out from school. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

6. Testing

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

Please describe how you would implement the requirements and recommendations for **Testing Protocols for Students and Staff, and Responding to Positive Cases.**

Memphis Community Schools will meet the following safety protocols required by the Michigan Safe Schools Return to School Roadmap:

Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.

Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.

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.

Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.

District and Building Implementation Plan:

- Memphis Community Schools will work in cooperation with the St. Clair County Health Department on testing protocols. When symptoms are apparent, parents will be encouraged to get their student tested. Test results will be shared with the health department so that social tracing can be followed.

The following elements will also be in place regarding testing:

- Students and staff showing symptoms should stay home until they have tested negative or have been isolated for a proper period of time per CDC guidelines.
- Parents will be informed of any positive tests as they relate to the classroom/school.
- Parents are encouraged to check temperatures prior to sending their child to school.
- The district will work closely with the health department to assist in contact tracing.
- Anyone with a confirmed case of COVID should return to work only after they are no longer infectious.
- Staff will sign a Self Health Screening Assurance form upon returning to work. By signing this form staff is agreeing to assess their current state of health prior to entering our campus or buildings on a daily basis. In the event, an employee has the presence of any symptoms associated with COVID - 19 they will contact the district and remain away from the workplace.

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).

Please describe how you would implement the requirements and recommendations for **Busing and Student Transportation**.

Memphis Community Schools will meet the following safety protocols required by the Michigan Safe Schools Return to School Roadmap:

Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.

The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. 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.

Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.

Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.

Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

Create a plan for getting students home safely if they are not allowed to board the vehicle.

If a student becomes sick during the day, they must 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.

Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. a Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

District and Building Implementation Plan:

- A meeting will be held with district transportation to review the criteria required for level IV and discuss concerns or issues arising.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Professional development will be offered to all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.

- Bus drivers, weather permitting, should keep windows open on the bus both in route and when stopped.
- Students that become sick during the day will not be allowed to use group transportation to return home.

Please describe how you would implement the recommendations for **Mental & Social-Emotional Health**.

For our district, we believe mental and social-emotional health is a critical and foundational piece to the success of this coming year. Although we understand the “requirements” stated in the roadmap are minimally stated, we wholeheartedly believe this work and intentional planning will make or break every other part of the living-work plan. Therefore, below we will elaborate on our plan to support students, teachers, other staff, administrators, parents and others in the community as well as funding suggestions we hope to leverage.

Building and Implementation Plan:

Knowledgeable staff (e.g., special education teacher consultant, counselors, and administration) will review plans to identify those that require additional accommodations related to COVID-19. Consult CDC guidelines. For example, there are exemptions to wearing face coverings for students and with certain conditions. Update plans as needed. This will be done on a case by case basis and will require medical documentation in Phase Four.

Any staff member identifying as medically vulnerable will be required to provide documentation to their Administrator so that appropriate supports can be put in place. This will be done on a case by case basis.

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.

Memphis Community Schools will be continuing with the Phase 4 plan until we have received a collaborative decision with our County Health Department to move from that stage. At this time we are not preparing for that and will function within the current plan throughout the year when we are in the building. An amendment will be done to this plan to address potential changes that may occur.

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 strongly recommended protocols will be complied with in this stage for Memphis Community Schools.

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 strongly recommended protocols will be complied with in this stage for Memphis Community Schools.

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**.

Due to limited classroom size the ability to space desks six feet apart is not feasible, however, the district and buildings will create the maximum social distancing possible based on student count and classroom dimensions.

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 6, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:
<http://memphisk12.org/schoolboard/agendas/8-6-20%20Meeting%20Agenda.pdf>
(link to agenda of meeting, minutes will not be approved and published until 8/24)

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Brad Gudme

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

Date Submitted to State Superintendent and State Treasurer: