



COVID-19 Preparedness and Response Plan

(In accordance with Executive Order 2020-142)

Name of District: Washtenaw Intermediate School District

Address of District: 1819 S. Wagner Road, P.O. Box 1406, Ann Arbor, MI 48106-1406

District Code Number: 81000

Web Address of the District: www.washtenawisd.org

Name of Intermediate School District: Washtenaw ISD

Name of Authorizing Body (if applicable): N/A



COVID-19 Preparedness and Response Plan

Table of Contents

(Click on a title to be taken to that section.)

| | |
|--|-----------|
| <i>Preparedness Plan Introduction.....</i> | 3 |
| <i>Preparedness Plan Assurances</i> | 4 |
| <i>Preparedness Plan</i> | 5 |
| Phases 1-3 of the Michigan Safe Start Plan..... | 5 |
| Phase 4 of the Michigan Safe Start Plan | 8 |
| Protocols: Face Coverings | 8 |
| Protocols: Hygiene..... | 9 |
| Protocols: Spacing, Movement & Access | 9 |
| Protocols: Cleaning | 11 |
| Protocols: Athletics, Physical Education & OT/PT | 11 |
| Protocols: Food Service, Gatherings & Extracurricular Activities | 12 |
| Protocols: Screening & Testing of Students, Staff & Guests | 12 |
| Protocols: Responding to Positive Tests | 13 |
| Protocols: Busing & Student Transportation | 15 |
| Protocols: Medically Vulnerable Students & Staff | 16 |
| Phase 5 of the Michigan Safe Start Plan | 17 |
| Mental & Social Emotional Wellness | 17 |
| Operations..... | 18 |
| Budget, Food Service, Enrollment & Staffing | 20 |
| Technology | 20 |
| Transportation | 21 |
| <i>Approval & Submission</i> | 22 |

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.

Washtenaw ISD would like to sincerely thank all our students, families, staff, union leaders, Parent Advisory Committee (PAC) members, administrators, and Board of Education Trustees for sharing their expertise and experiences and for collaborating on our district's COVID-19 Preparedness and Response Plan.

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.

Phases 1-3 of the Michigan Safe Start 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.

Here are the links for the districts [Continuity of Learning](#) plans, including the [Early Childhood Addendum](#).

In Phases 1 – 3, Washtenaw Intermediate School District (WISD) will primarily utilize a digital media delivery system (Google Classroom or Zoom). All students and instructional staff will have district-assigned devices distributed to them. The following steps have been or will be taken to address internet access issues:

- WISD has and will survey families as to their ability to access the virtual instruction.
- WISD has and will provide hotspots to households without reliable internet connectivity.

To monitor student needs, we will reach out to families via email, online platforms, or phone calls to ascertain their ability to access instruction at this time. For those students who are unable to access the materials digitally, we will create other methods of access to instruction including distribution of hard copies of materials or downloading videos, digital content on a weekly basis. We recognize a student’s ability to access materials may change throughout the different phases. We will continue to monitor need through feedback processes in our instructional plan. All materials necessary to engage with the instruction will be included in the weekly digital and hard copy distribution or available on student devices without access to the internet. If a family does not have access to basic learning supplies (paper, pencil, crayons), the district will provide them. Families will be provided with “Technology Support” resources for navigating utilized platforms, accessing and working with instructional materials, and for eliciting further support if necessary. These resources will be provided in multiple formats (online, paper copy, etc.). Submission of work will occur through these same means.

Instructional experiences will employ Universal Design for Learning principles to attend to various learner needs. Emphasis will be placed on offering students’ opportunities for choice in activity, topic, and/or ways to show their learning to maximize opportunities for students to engage in ways that are most appropriate, interesting, and authentic for them. Families will be supported in supporting their children through multiple ways, including:

- Sample schedules and resources for talking to students & family about how they may organize instructional time

- Help resources for navigating utilized platforms and accessing and working with instructional materials provided in multiple formats.
- Supplemental ideas, recommendations, and resources for supporting social, emotional, physical and academic needs
- Regular, consistent routines for distributing information and providing feedback via multiple platforms
- Clear channels for eliciting support and providing feedback.

Throughout this process we will actively monitor who is accessing instructional materials via electronic logs, submissions, and staff check-ins. For students who are not accessing instructional materials, we will make every effort to make contact to address as best we can.

In addition to this application, the district has created a Continuity of Learning Instructional Plan (for our stakeholders) that includes additional details for many of the questions asked in this application. Click the link below to view the Continuity of Learning Instructional Plan.

Relevant staff such as the classroom teacher, program administrator, or social worker will reach out to all students (families) who are not participating to check in on their social emotional well-being to see if there is anything that the teacher, administrator or District can do to help them participate.

Phases 1-3 Safety Protocols:

These are the protocols that Washtenaw Intermediate School District will follow when the region in which Washtenaw Intermediate School District is located is in Phase 1, 2, or 3 of the Michigan Safe Start Plan.

While schools are closed for in-person instruction, Washtenaw Intermediate School District will create a district Return to Instruction and Learning working group, potentially led by the Curriculum Specialist and Program Supervisors, and composed of a broad group of stakeholders on the district and program level, to:

- Gather feedback from families, teachers, students, and program leaders about their experiences with remote learning through online surveys and/or virtual focus groups or conversations.
- Revise the district's remote learning plan to incorporate feedback and input from stakeholders to improve its effectiveness.
- Share the district's remote learning plan with all involved stakeholders.

The Washtenaw Intermediate School District will:

- Ensure that remote learning plans, revised based on feedback and input from school leaders, educators, families, and students, are distributed to all involved stakeholders in their home language. We will create opportunities for ongoing feedback.
- Activate remote learning programs at scale to deliver standards-aligned curricula and high-quality instructional materials. Integrate synchronous and asynchronous learning and best practices that promote student engagement, consistency, and differentiation. Consult MDE for high-quality digital resources.
- Support schools to assess every student in grades PreK- 12 during the first few weeks of school, using a screener, diagnostic, or formative assessments that can be given online or conducted virtually, to understand where students are academically and inform instructional decisions for teachers, students, and families.

- Review students' IEPs, IFSPs, and 504 plans in coordination with general and special education teachers to reflect the child's needs based on assessment data and parent feedback, and design accommodations and match services accordingly.
 - Commence online intervention and support services. Plans will include all programs and learning environments, including special education, birth to five services, and young adult education.
 - Establish structures for special education teachers and ancillary staff to collaborate on delivery methods for assessments and instruction as outlined in IEPs. Consider students' needs around accessibility and provide assistive technologies, where possible.

- Conduct checkpoints with program leaders around curriculum and instruction and ongoing monitoring of student progress, specifically targeting the progress of students in need of additional support.

- Special Education Director/Compliance Monitor will remain connected with the Michigan Department of Education – Office of Special Education (MDE- OSE) about policies and guidance.

- Develop a continuation of services plan for students needing occupational, physical, and/or speech and language therapy, including evaluations by school psychologists and social workers.

- Activate plans to monitor and assess the following:
 - Ensure that all students and families have adequate connectivity and the devices necessary to successfully engage in and complete schoolwork.
 - Develop systems to monitor and track students' online attendance on a daily basis.
 - Teachers will assess the quality of student work and provide feedback to students and families.

- Implement any additional communication systems needed to reach every family and student in their home language through multiple modes (e.g., text, call, email, home visit) to share: Expectations around the duration of the closure and reopening; Decisions about student proficiencies, modes of assessment and feedback, daily instructional time, and estimated workload. This should be done in collaboration with staff; supports and resources for families to use at home, such as student-specific activities and strategies for teaching and helping their child; and training on accessing and using the school's digital systems and tools, and technology for families to build digital literacy.

- Continue to provide professional learning and training through virtual modes for educators to: offer restorative supports for teachers and learning around equity and implicit bias, social-emotional learning, and culturally responsive education; share knowledge, continuously learn, and exchange ideas, successes and failures around remote learning; share information and data about students' assessment results, progress, and completed assignments; learn how to use the school's digital systems and tools appropriately and sustainably; and build capacity around high-quality remote learning.

- Utilize structures, such as professional learning communities or building staff meetings, for educators to collaborate on prototypes for a week's worth of instruction to establish consistency and an appropriate workload.

Phase 4 of the Michigan Safe Start Plan

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 and recommendations** 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 prekindergarten 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.

Protocols: Face Coverings

- All staff and children (between the ages of 3-26) are required to wear facial masks in hallways, common areas and throughout the school building except for meals.
 - Children and staff may bring their own cloth facial mask or a disposable mask will be supplied on site.
 - Staff who have medical exemption will need to notify the district HR representative to provide rationale and documentation.
 - If a mask cannot be worn, a face shield should be considered with HR approval and will be supplied by WISD
 - Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.
 - Early on/early intervention, prekindergarten-5, and all special education teachers, may be provided a clear mask from the District upon request, if available.
- District administration will communicate the requirements around facial coverings to staff by:
 - Posting signage throughout the building prior to staff and students returning.
 - Informing staff of facial covering requirements in writing at least 7 days prior to returning to the building.
 - Emailing staff weekly that facial coverings are to be washed daily.
 - Emailing staff weekly that disposable facial coverings are to be disposed of daily.
- District administration will communicate the requirements around facial coverings to students and their legal point of contact by:
 - Posting signage throughout the building prior to staff and students returning.
 - Emailing legal points of contact that facial coverings are required to be washed daily.
 - Emailing students and legal points that students may bring their own cloth mask or a disposable mask will be supplied on site. Disposable facial coverings are to be disposed of daily.
 - Emailing legal points of contact that student that are incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering
- Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.
- All students are required to wear facial coverings:
 - in grades preK-12 (if at least 6 years old) when on a school bus.
 - in grades preK-12 (if at least 6 years old) when in indoor hallways and common areas.
 - in grades 6 and up when in classrooms.
 - in grades prekindergarten 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.
 - WISD will strongly encourage children ages 3 and 4 to wear facial coverings in the classroom.

- WISD will not permit children younger than 2 to wear facial coverings. Facial coverings should never be used on children under age 2.
- Students who have medical exemption other than the ones already named in this guidance will need to notify school nurse, program supervisor, or classroom teacher to provide documentation.

2. Hygiene

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

Protocols: Hygiene

- The District and Facilities Director will procure adequate supplies including posters, signage, soap, paper towels, trash receptacles.
- Evening custodial staff will be responsible for checking and re-stocking any low or empty supplies.
- Teachers or staff will notify the department or program office as soon as possible, if they run out of any supplies during the school day. The office staff and program supervisors will work with District Custodial and Facilities Staff to acquire needed supplies.
- Teacher, classroom staff, or school nurse will teach the following to students on the first day of school and reinforce weekly or more often as needed:
 - proper handwashing 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.
- District will provide signs to remind students of handwashing stations.
- Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.
- Teachers will provide students with their own labeled storage. Cubbies or containers will be purchased by WISD if needed.
- WISD will limit the use of classroom materials to small groups and will disinfect any shared materials between use.
- WISD will provide handwashing and/or hand sanitizing stations to all classrooms and/or throughout buildings.

3. Spacing, Movement & Access

Please describe how you will implement the cleaning **recommendations** for cleaning protocols from the *Return to School Roadmap* (p. 23).

Protocols: Spacing, Movement & Access

- Building/facility leaders and custodial staff will walk through each building 2 weeks prior students returning to assess the number of desks, tables and the capacity to physically distance with existing student enrollment and furniture.
- Building/facility leaders and custodial staff should consider various furniture options (tables, chairs, etc.) in classrooms to provide safe social distancing. Allow for purchase or shared resources, as needed.
- Building/facility leaders and custodial staff should develop a plan for moving needed furniture items from one building to another, if possible. (i.e. borrow tables from TLC)
- If the classroom capacity exceeds the spacing, staff will need to consider alternative scheduling options.
- Desks will be arranged facing the same direction when/where possible based on building capacity and student's physical, medical and behavioral needs.
- Teachers will maintain six-foot distancing when/where possible based on building capacity and

student's physical, medical and behavioral needs.

- Every program's entrances will be evaluated to determine if they are able to be locked.
 - Where feasible, all doors remain locked during operating hours.
 - All outside visitors will be required to make a scheduled appointment to visit the program/building and will be subject to screening, sanitizing, facial masks etc. for staff and student safety.
 - Notification of this procedure and need for appointment will be sent to families and will be posted at the designated entrance doors.
- Signage will be posted throughout the building and on restroom doors reminding students, staff, and guests of the physical distance requirement (6 ft).
 - Facilities will work with program supervisors and classroom staff to create these visual markers/indicators.
 - Hallways, cafeteria, entry, and sidewalks will be marked in 6-foot increments and travel patterns. Supplies and templates will be provided for re-marking, as needed.
 - These may include social stories, visual steps and/or written descriptions.
- Guests will be screened based on the recommendations of the Washtenaw County Health Department and our Washtenaw County ISD Preparedness and Response Plan. All outside visitors will be required to make a scheduled appointment and will be subject to screening, sanitizing, facial masks etc. for staff and student safety.
- The district will implement opening classroom windows, weather permitting, when and where possible based on building capacity and student's physical, medical and behavioral needs.
- The building / program staff should try to cohort groups of students to isolated hallways or areas that can be monitored, when and where possible based on building capacity and student's physical, medical and behavioral needs.
- Program supervisors will evaluate the ability to implement "specials" (like art, music, and library) being brought to the classrooms instead of having students move to different locations within their building and program to determine if maintenance of 6-foot spacing can occur during specials in the classroom.
- Program supervisors and school staff will collaborate with transportation, families, food service, facilities, technology and community partners etc. to create a staggered schedule for student attendance to maintain safety protocols in all environments (early childhood, preK-12 programming, young adults).
- School staff and students will maintain six-foot distance in hallways and common areas when/where possible based on building capacity and student's physical, medical and behavioral needs. Non-school staff/students will be directed to the main office for any school-related business or need.
- School staff will monitor arrival and dismissal when/where possible based on building capacity and student's physical, medical and behavioral needs.
- Physical education will be held outside when/where possible based on available space/resources, appropriate level of staffing and student's physical, medical and behavioral needs.
- Facilities/communications will work with program supervisors and classroom staff to post these visual markers/indicators. Hallways, cafeteria, entry, and sidewalks will be marked in 6-foot increments and travel patterns.
- Facilities/communications will work with program supervisors and classroom staff to determine the feasibility of separate entrance/exits and post these visual markers/indicators where this is safe and appropriate for program security.

4. Cleaning

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

Protocols: Cleaning

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations sections of the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- Each building custodial individual or team and administrator will tour their building and identify areas of frequent use throughout the building. A map will be created and kept on-site at each location and a master copy will be maintained in the Operations Director's office.
- Students will practice good hand hygiene and wash their hands as they enter the classroom when they enter each facility. All frequently touched surfaces will be cleaned by staff at least every four hours.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be suspended.
- Technology devices (i.e. Student computers/keyboards/touch screens/touch stylus) shall be disinfected after each use. Technology device covers will be provided for shared units and those will be disinfected between each use. Alcohol wipes will be provided for this cleaning process.
- The pool will not be used during Phases 4 and 5 due to the necessary close proximity of staff to students without a mask during instruction or therapy in the pool.
- In Phase 4, smaller groups of students could be in attendance and will be assigned a table/desk/workstation to reduce cross contamination.
- Provide List N disinfectant wipes to classroom staff to wipe down desks, tables, keyboards, manipulatives, or other shared supplies. If List N wipes are not available, provide a List N disinfectant spray to classroom staff and train on proper disinfecting procedures, chemical storage, etc. as mentioned below.
- Outdoor playground equipment will be cleaned daily by the custodial team.
- Training for operations staff on cleaning materials and protocols has been provided and will be repeated prior to any on-site instruction. This training includes the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.
- A training on cleaning materials and protocols will be provided to the classroom staff through a virtual meeting the week prior to school resuming in-person. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

5. Athletics, Physical Education & OT/PT

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

Protocols: Athletics, Physical Education & OT/PT

- *Note: District and students do not participate in Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).*
- *Students will not participate in athletic or intramural physical activities. (i.e. Special Olympics, Intramural Sports from EMU)*
- All OT/PT equipment must be disinfected before and after use.

6. Food Service, Gatherings & Extracurricular Activities

Please describe how you will implement the **requirements and recommendations** for food service, gatherings & extracurricular activities from the *Return to School Roadmap* (p. 27).

Protocols: Food Service, Gatherings & Extracurricular Activities

- WISD programs will eat lunch in areas where 6 ft. of social distancing is possible.
- Outdoor areas could be used for students to eat meals at school where 6 ft. of social distancing is possible.
- Staff assisting with feeding are required to wear gloves and facial coverings.
- Serving and cafeteria staff should use barrier protection including gloves, and surgical masks.
- If possible, school-supplied meals should be delivered to classrooms with disposable eating (for those students that can use it) and serving utensils.
- Indoor assemblies that bring together students from more than one classroom will be prohibited.
- When leaving a self-contained area, students, teachers and staff will use hand sanitizer, and hand washing as possible. They will repeat the process upon return to the self-contained area. Staff and students will utilize the protocol for student handwashing or hand sanitizing as detailed in the Hygiene section.
- Community based instructional experiences will be evaluated by each program and supervisor for necessity. If leaving a school building, use of PPE, handwashing and physical distancing protocols will be strictly enforced.
- WISD will enforce use of PPE, handwashing and physical distancing with any extracurricular activities.

7. Screening & Testing of Students, Staff & Guests

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

Protocols: Screening & Testing of Students, Staff & Guests

Each program will have an identified and trained team of staff who will serve as the “quarantine response team”. Their duties in an emergency will take precedence over any other responsibilities and therefore these individuals must have the flexibility to leave their regular assignment at a moment’s notice (one at a time or as many needed on a case-by-case scenario).

All programs as well as an area designated by the program supervisor will be outfitted with appropriate PPE which will include but not limited to protective gowns, face shields, N95 masks, gloves, hand and sanitizing wipes, shoe coverings, hazmat bags, portable two-way radios, and log sheets.

Children and staff who become ill with symptoms of COVID-19 will be placed in an identified quarantine area where social distancing can be maintained in an isolated area. Surgical masks will be placed on all ill individuals, except for children who are between the ages of 0-5 and children/staff with special needs with specified medical conditions where a mask cannot be worn. From the time of identification of potential infection, each individual will be placed in the identified quarantined space until they are picked up. Identified quarantine response team member(s) will wear proper PPE equipment (N95 mask, face shield, gloves, gown) when caring for the ill individuals. The quarantine response team member will document visible medical changes on a log sheet until the ill individual is safely removed from the building.

A designated person (office staff/designee) will contact parent/guardian/emergency contact of the ill individual immediately with clear and concise directions on where and how to pick up the ill individual; with instructions on where to report for testing. Daily contact with the ill individual's point of contact will be made after removal until medical clearance documentation is provided indicating the individual can return.

During the time of quarantine, the student/staff (on behalf of the student) will be asked to self-identify the location and individuals they came into contact within the school setting for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more less than 6 ft of proximity to the ill individual.

If a student/staff member has been laboratory positive or clinically diagnosed with COVID-19, a designated person will immediately notify via note/text/email and phone call the legal point of contact and other staff in the classroom/workspace of potential exposure following WCHD guidelines. Notify transportation to suspend/resume pick up of students until cleared to return. Staff or students should continue to self-isolate until they have been medically released.

- *At this time, empirical testing of all students or staff members in the class is not recommended.* Only those that develop symptoms require testing for COVID-19. CDC and WCHD guidelines should be consulted and followed.

The health department will be contacted after parents have been notified for a confirmed case of COVID-19 to assist in contact tracing and notification of vulnerable individuals (Per CDC recommendations).

All school staff will be required to conduct a health safety self-assessment at home prior to coming to work and verifying through Script that they are safe to work. This form will include a daily temperature check.

The legal point of contact for students will be notified of the recommendation to check and monitor children's temperature and COVID-19 symptoms on a daily basis.

Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the screener and the absences reported. Staff will also report to their direct Supervisor and Human Resources. Human Resources will work with staff to understand the types of leave that may be applicable based on the facts, law, policy, and CBAs.

A copy of our screening and exposure plan will be submitted to the County Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.

8. Responding to Positive Tests

Please describe how you will implement the **requirements and recommendations** for positive test results from the *Return to School Roadmap* (p. 25).

Protocols: Responding to Positive Tests

If an employee, contractor, visitor or student has a confirmed positive case of COVID-19:

1. The Superintendent and Executive Director of Human Resources & Legal Services shall be notified when a WISD employee, contractor, visitor or student is identified as having a confirmed case of COVID-19.
2. Upon notification, the HR & Legal Department will notify the Washtenaw County Health Department ("WCHD").
 - a. The individual will be advised to notify the health department in the county in which he/she resides.
3. The HR & Legal Department will contact the individual to obtain a list of staff/contractors, students, and families (if applicable) that the person has been in close contact with from two (2) days before he/she showed symptoms to the time that he/she was last present at the WISD building/program.
 - a. Close contact is defined as contact for 15 minutes or more less than 6 ft of an individual without a mask.
 - b. Individuals must provide details regarding each contact. (e.g. Where did each contact occur? When did each contact occur and for what duration?)
4. Within 24 hours of being provided the above referenced list, the HR & Legal Department shall notify all staff/contractors, students, and families who may have come into contact with the

employee (with the confirmed case of COVID-19).

5. The HR & Legal Department and or Communications shall notify ALL employees if a confirmed case of COVID-19 has visited their building or program.

Staff, Contractors and Visitors

1. Before entering a WISD building/program, every employee, contractor, and visitor will be subject to a screening protocol. The protocol includes a questionnaire covering whether the employee has symptoms (cough, shortness of breath, difficulty breathing, change in smell/taste, or diarrhea, that isn't attributable to a condition unrelated to COVID-19), whether the employee has been in close contact with individuals who have tested positive for COVID-19, whether the employee has been in close contact with individuals who have symptoms of COVID-19, and the person's temperature.
2. If an employee, contractor, or visitor is exhibiting COVID-19 symptoms prior to coming to building/program, he/she will be asked to do the following:
 - a. Report it on the screener;
 - b. Stay home/self-quarantine;
 - c. If employee, contact Program Supervisor and HR. (If contractor/visitor, notify the WISD point of contact);
 - d. Contact healthcare provider and follow the recommendations; and
 - e. Contact the Program Supervisor and HR to report the outcome of healthcare provider recommendation, discuss leave options, whether telework is appropriate (on a case-by-case basis) and plan for safe return to onsite work.
3. In the event a healthcare provider recommends and or conducts a COVID-19 test due to the employee presenting with symptoms, the employee will be asked to:
 - a. Stay home/self-quarantine pending test results
 - b. Contact his/her Program Supervisor and HR to notify them of the recommendation and possibility of a positive test. (If a contractor/visitor, notify the WISD point of contact). A determination shall be made on a case-by-case basis if telework is appropriate, discuss leave options, and plan for a safe return to onsite work.
 - c. The employee, contractor, or visitor will be asked to produce a written list of WISD employees, students and parents that they came into close contact with from two (2) days before the test was conducted. (Notification to 'close contacts' will only occur if there is a confirmed case).
4. In the event of a positive COVID-19 test, the employee will be asked to:
 - a. Stay home/self-quarantine for a minimum of 14 days;
 - b. Contact his/her Program Supervisor and HR to notify them of the positive test result. (If contractor/visitor, notify WISD point of contact);
 - c. Notify the health department in the county in which the person resides and notify the WCHD.
 - d. Maintain communications with Program Supervisor and HR regarding symptoms and release to return to work.
 - e. HR will notify Operations/Facilities of the need to clean and disinfect affected areas.
5. Upon notification of a positive COVID-19 test, the HR & Legal Department will notify the WCHD of the confirmed case of COVID-19.
 - a. Next steps are outlined in the section above.

Students

1. Before entering a WISD building/program, every legal point of contact of student (or student, if 18 and older) will be encouraged to complete a screening protocol. The protocol includes a questionnaire covering whether the student has symptoms (cough, shortness of breath, difficulty breathing, change in smell/taste, or diarrhea, that isn't attributable to a condition unrelated to COVID-19), whether the student has been in close contact with individuals who have tested positive for COVID-19, whether the student has been in close contact with individuals who have symptoms of COVID-19, and the student's temperature check.

2. If a student is exhibiting COVID-19 symptoms prior to coming to school, the parent/guardian/caretaker of student (or student, if 18 and older) will be asked to:
 - a. Contact a healthcare provider and follow his/her recommendations; and
 - b. Contact the Program Supervisor to report the outcome of the healthcare provider's recommendation and develop a plan for a safe return to school/programming.

3. In the event a healthcare provider recommends and or conducts a COVID-19 test due to the child presenting with symptoms of COVID-19, the legal point of contact (or student, if 18 and older) will be asked to:
 - a. Keep the student at home pending the test results;
 - b) Contact the Program Supervisor to notify him/her of the healthcare provider recommendation and possibility of a positive test; and
 - b. Produce a list of WISD employees, students and parents that they have come into contact with over the two days prior to the test being conducted.

4. In the event of a positive COVID-19 test for a student, the legal point of contact of the child (of student, if 18 and older) will be asked to:
 - a. Keep the student at home/self-quarantine;
 - b. Contact the Program Supervisor to notify him/her of the positive test result; and
 - c. Produce a list of WISD employees, students and parents they have come into contact with over the two days prior to the test being conducted.

5. The Program Supervisor will notify the Superintendent and HR & Legal Department.
 - a. HR will notify the WCHD of the confirmed case.
 - b. Next steps are outlined in the section above.

Upon notification of a positive COVID-19 test, the HR & Legal Department will notify the WCHD of the confirmed case of COVID-19.

Staff will be provided annual training via Safeschools modules.

Employees with a confirmed case of COVID-19 will be asked to:

- a. Stay home/self-quarantine for a minimum of 14 days;
- b. Contact his/her supervisor and HR to notify them of the positive test result. (If contractor/visitor, contact WISD point of contact).
- c. Notify the health department in the county in which he/she resides and notify the WCHD.
- d. Maintain communications with Supervisor and HR regarding symptoms and develop a plan for safe return to the workplace. Upon receipt of appropriate medical documentation, the HR & Legal Department will clear the employee to return to the workplace after they are no longer infectious.

Training for operations staff on cleaning materials and protocols has been provided and will be repeated prior to on-site instruction. This training includes the use of Personal Protective Equipment (PPE) when cleaning, protocols for the classroom and storage of cleaning materials.

If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

9. Busing & Student Transportation

Please describe how you will implement the **requirements & recommendations** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Protocols: Busing & Student Transportation

- The ISD will review local district protocols to make sure proper procedures are in place for

supplying hand sanitizer on the bus to be used by everyone before entering the bus. Periodic follow-ups with the local districts will take place to verify implementation.

Students and or staff assisting the student in riding public transportation will be provided hand sanitizer and will be instructed in the use of PPE for safety.

- The ISD will review local district protocols to make sure the bus driver, staff, and all students in grades preK-12 and special education students ages 6-26 (0 - 5 year-olds are not required to wear a mask), 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. Periodic follow-ups with the local districts will take place to verify implementation.
- Students riding public transportation with staff for instructional services will be suspended through Stage 4.
- The ISD will review local district protocols to make sure proper procedures are in place for cleaning and disinfecting 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. Periodic follow-ups with the local districts will take place to verify implementation.
- The ISD will review local district protocols to make sure proper procedures are in place for cleaning, sanitizing and disinfecting equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily. Periodic follow-ups with the local districts will take place to verify implementation.
- The Program Supervisor will make a determination based on recommendations from program staff or school nurse if a student is unable to safely board a district vehicle, whether due to illness or behavioral challenges. The Program Supervisor or designated program staff person will contact the legal point of contact to determine a plan for getting the student home safely.
- If a driver becomes sick during the day, the employing district's protocol will be followed.
- The ISD will review local district protocols to ensure that when weather permits, doors and windows are open, and when cleaning the vehicle and between trips to let the vehicles thoroughly air out. Periodic follow-ups with the local districts will take place to verify implementation.
- The ISD will review local district protocols to ensure that when weather permits, keeping windows open is considered while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe. Periodic follow-ups with the local districts will take place to verify implementation.

10. Medically Vulnerable Students & Staff

Please describe how you will implement the **recommendations** for medically vulnerable students and staff from the *Return to School Roadmap* (p. 28-29).

Protocols: Medically Vulnerable Students & Staff

- Designated staff/nurses will review and update each student including birth to 3 IHP/IFSP/IEP. Knowledgeable staff (e.g., nurse, special education teachers, 504 coordinator) will review and update plans as needed to identify those that require additional accommodations related to COVID-19 adhering to CDC guidelines.
- The district will survey students/families and staff to identify as high, medium, low risk based on the CDC guidelines. Those who identify in high and medium risk will have follow-up to determine the accommodations that are needed.
- The district will send out a survey regarding remote learning. The results will be used to adjust the remote learning planning. Staff will review learning outcomes monthly. Contact documentation will be documented in PSSP.
- WISD will provide N95 masks and face shields for staff who are performing medical care that include aerosol generating procedures or staff members who are in close proximity to children within the home. The procedures will take place in a separate room away from other children and staff. Disposable gowns, gloves and additional PPE coverings will be available to staff.
- Any staff member identifying as medically vulnerable will be required to notify the Human

Resource office to discuss options.

Phase 5 of the Michigan Safe Start Plan

- 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.**

The district will continue to follow the policies and procedures listed above in Phase 4 of the MI Safe Start Plan for Phase 5.

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*.

The district will continue to implement highly recommended protocols from the Return to School Roadmap as outlined when the region moves to Phase 5 of the Michigan Safe Start Plan, and will continue to monitor protocols and practices.

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*.

The district will continue to implement highly recommended protocols from the Return to School Roadmap as outlined when the region moves to Phase 5 of the Michigan Safe Start Plan, and will continue to monitor protocols and practices.

- 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

Mental & Social Emotional Wellness

- E. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, below is a summary for **Mental & Social Emotional Wellness**.**

Mental health support has been continuous during the current pandemic and school buildings/programs closure. Students and families have been contacted via text, email and phone and offered resources, including basic needs, as needed. All students in our district buildings or programs have individualized education plans and have teams who are constantly reviewing the need for additional support services. The district established and maintains a hotline to share with all students and families to serve as a single point of contact to reach out for mental health or other urgent needs. Referrals and other student related concerns will be discussed with the internal mental health team, including administrators, psychologists & social workers, at weekly online meetings to assure that mental health needs of students are being sufficiently addressed. Crisis support resources have been provided to students, families and WISD staff for after-hours mental health emergencies.

All educators were offered the opportunity to take the online class, Trauma-Informed Resilient Schools, by Starr Commonwealth. Trauma-Informed Resilient Schools taught school professionals how to create trauma informed schools and classrooms. The training focuses on resilience, exploring the core values and beliefs of educators and places an emphasis on understanding how trauma impacts a student's school experience. Additionally, the Educator's Guide to Supporting the Social and Emotional Needs of Learners, published by MDE & DHHS, will be shared with staff and relevant sections will be shared with parents as appropriate. Given the significant impact of this pandemic on our families of color, particular support, attention, and close monitoring will be established to address their disproportionate grief and loss experiences.

For staff, wellness surveys and committees were established to provide a variety of opportunities for self care in the spring of 2020 (i.e. mindfulness & meditation, Zumba, brown bag series for working parents). The district wellness committee will explore additional supports for the 2020-21 school year. Finally, the district has a close working relationship with Washtenaw County Community Mental Health to support staff, students and families through their 24 hour CARES hotline, Mental Health Millage activities, and training on mental health screeners. WISD has 16 attendees from the district and the local districts who are training on the national model of Youth Mental Health First Aid. This will allow the district to train school staff on how to identify the most common signs and symptoms of emerging mental health needs and communicate a referral process to seek help and assistance for the youth and family.

Operations

- F. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, below is a summary for **Operations**.

Procurement of Cleaning and Disinfection Supplies and PPE

Washtenaw Intermediate School District has developed a detailed custodial procedures manual, identifying specific cleaning and disinfection supplies materials including chemicals from the EPA List N. WISD will work in collaboration with a variety of established vendors and consortia to ensure that a reliable supply chain is in place. WISD has altered past practice of "just in time" inventory to maintain an in-stock supply par of 5 weeks of product to avoid depletion. The Operations department has been in contact with our custodial supplies vendor to stress the importance of having access to cleaning and disinfection supplies.

The district is also identifying other possible personal protective equipment (PPE) not normally purchased by the district. Some PPE has already been obtained. In addition to coordinating with Washtenaw County Emergency Management Programs, WISD has registered with three procurement consortia (Michigan Association of Counties, Co Pro Plus; REMC; and MiDeal) for procurement of cleaning and disinfection supplies. Washtenaw County has put forms on their COVID-19 pages (under Info for Providers) for the purpose of requesting PPE if the district is unable to procure it from other sources.

WISD will procure disposable ASTM Level 1 face coverings in multiple sizes for any student that might need one, including some with a transparent front for locations where there are students/staff that are deaf or hard of hearing. An inventory of at least 5 weeks will be on hand before the first day of on-site instruction.

WISD has procured Level 1 masks and face shields for all cleaning staff; they are expected to wear them consistently and properly (nose and mouth/chin completely covered). WISD will ensure an adequate inventory of Level 1 masks is maintained to protect the health and safety of cleaning staff.

Custodial Procedures

The WISD's detailed custodial procedures guide was created with reliance and in compliance with the CDC's website for "Community, Work & School; Cleaning and Disinfecting Your Facility." All frequently touched surfaces have been defined in the custodial procedures manual; wherever possible, WISD will add wipeable covers to electronics; playground equipment will be cleaned. In the event a case is

identified and confirmed in any WISD facility, the area(s) affected will be closed for as long as reasonably possible up to 24 hours before a staff member is assigned to clean and disinfect; windows and doors to the area(s) affected will be opened, if doing so does not pose a different health or safety risk; ventilating fans will be placed in the area(s); and the areas will not be used until after they are cleaned and disinfected following WISD custodial procedures protocols as outlined in the custodial procedures manual. Facial tissue will be made readily available for all staff, hand soap, disposable hand towels, and hand sanitizer dispensers/stock will be monitored and replenished throughout the school day.

Operations staff from the district and the building level will tour facilities with program supervisors to identify core assets and high touch surfaces. Frequently touched surfaces will be cleaned and disinfected several times a day.

WISD's Facilities Assistant position is assigned the duty to check and monitor the CDC and OSHA websites for updates related to custodial and infection control practices on a daily basis. The district's Operations Director will review and monitor the CDC and OSHA websites, at minimum, on a weekly basis. The WISD's custodial procedures manual will be considered a 'living document' and be updated and revised on an ongoing basis as needs and new information is presented.

The WISD's Facilities Assistant position has been directed to provide a presentation on the critical nature of safety and proper cleaning and disinfecting methods during the CoVID-19 response. Additionally, the WISD's Facilities Assistant has historically been expected to provide, at minimum, monthly training sessions to all staff who perform custodial and maintenance type work. These training sessions will consistently include some references to safety and proper cleaning and disinfecting methods in tandem with any other topic relevant for that session. Where applicable, the WISD's Facilities Assistant will collaborate with contracted cleaning vendors to ensure the custodial operations meet or exceed the safety protocols and procedures as outlined for the WISD custodial staff performing the same types of services and work.

WISD has continued custodial operations, as essential work, throughout the Unanticipated School Closure. Restorative and deep cleaning will continue as established in normal operations and be performed in tandem with ongoing cleaning and disinfecting of all occupied areas and especially of all high touch surfaces.

The WISD's Facilities Assistant position will continue to be expected to provide, at minimum, monthly training sessions for all staff who perform custodial and maintenance type work. The professional development series will focus on advanced topics as reasonable – with an emphasis on safety and the proper utilization of cleaning chemicals, PPE and other related topics to protect public health. Please see the Cleaning section earlier in this document for the district's guidance and training related to custodial and facilities staff.

Facilities Inventory and Maintenance

The WISD facilities inventory database will be updated to include specifics on total number of classrooms at each site; the size of each classroom; additional spaces that are available at each site; and what types of ventilation is available in each room (i.e. HVAC; windows that open, circulating fans).

WISD maintains and will continue a robust preventative maintenance program for HVAC in owned facilities (specifically changing out all HVAC filters on a quarterly basis), and will work with all Landlords to ensure HVAC systems are running efficiently and effectively. Facial tissue will be made readily available for all staff, hand soap, disposable hand towels, and hand sanitizer dispensers/stock will be monitored and replenished throughout the school day. The WISD Communications department will work in tandem with the Operations department to post signage relative to COVID-19 information and safety, encouraging frequent handwashing, cough etiquette, and nose blowing. Additionally, specific waste receptacles will be identified and placed to collect used, disposable, PPE. Custodial staff will be required to follow guidance from the CDC about the use of facial coverings, PPE, and special respirators when performing cleaning duties. Inventory of PPE will be monitored daily and maintained to a 5-week supply level to avoid depletion.

Employer Preparedness and Response Plan, Risk Assessment, and Hierarchy of Controls

Washtenaw ISD prepared a COVID-19 Employer Preparedness and Response Plan to be in compliance with Michigan Executive Order 2020-114, primarily for our Teaching and Learning Center (administrative offices and conference facility) and for instructional staff to access their work locations to aid in their work related to our Continuity of Learning Plan. Much of the learning from the creation of that document and the resulting protocols are applicable to employees under this Plan, and they have been incorporated into the various sections above. This plan also addresses some OSHA requirements related to staff position risk assessment and the hierarchy of controls to assist with risk mitigation. Here is a link to the [EO 2020-114 Employer Preparedness and Response Plan](#).

Budget, Food Service, Enrollment & Staffing

The Michigan Legislature is currently working on modifying the pupil accounting laws to accommodate multiple learning options for students and families. Once those laws are in place and the Michigan Department of Education has issued the corresponding rules and regulations, we will communicate any enrollment and attendance modifications that will be necessary.

Washtenaw ISD did not receive any CARES Act (ESSER) or other federal funding that local school districts and public school academies (PSAs) received. Funding for any additional staffing needs or personal protective equipment (PPE) will need to come from our operational funding.

Due to its other work in the community, Washtenaw ISD was identified by the Toyota Motors locations in the county as a trusted source to which to make a donation to be used for the purpose of return to school needs for PPE and other safety-related controls. The donation was used as “seed funding” for an ISD-wide campaign to raise funds or accept donations of PPE, hand sanitizer, etc. from the community at-large. These purchases and donations will be distributed to districts and PSAs, including our organization.

The organization that provides our substitute teachers and teaching assistants is in contact with Washtenaw ISD about our needs for these positions. They are also in contact with the substitutes to determine their commitment to returning to their positions upon returning to school in-person. They will be providing us up-to-date information regarding the availability of substitutes on an ongoing basis.

- [Link to Food Service](#) in Safety section

Technology

- The CIO with the support of Communications will send a survey to staff and parents via School Messenger with an option to respond electronically or receive a contact to complete.
- The program /department supervisor will work with CIO and Supervisor, Technology and Data Services as the point of contact in each school to plan and communicate with technology teams
- As part of the technology plan, the Instructional AUP and Mobile Device AUP, device deployment requests will be processed through script and device tracking through asset management system, MDM solutions. The district will continue Google Classroom, Zoom and Google Meet training sessions for staff
- Desktop Team Lead and Supervisor, Technology & Data Services will act as support lead to programs, with Desktop Team and other Technology teams providing further support.
- The CIO, Supervisor, and Project Manager, Technology & Data Services will act as process leaders along with the Website Admin to publish information on intranet/internet.
- The district established a Parent/Guardian Technical Assistance Helpdesk Line: 734-994-8857 for district systems support and district issued device support.

- Device deployment: Policies and procedures have been developed/tested. Use of limited sites for drop off/pick up of devices to accommodate parents and staff spread across Washtenaw County and outlying areas, as well as easing the device management of IT staff. The district will continue the procedure of using Script to collect device requirements for staff and students, as well as tracking assets in the inventory system.
- Devices are sanitized and safely bagged when collected or deployed by the Desktop Team, Technology & Data Services
- Devices are sanitized prior to repair/replacement and prior to deployment by the Desktop Team, Technology & Data Services
- Quantity of accessories and supplies are routinely reviewed and restocked as needed by the Desktop Team & Secretary, Technology & Data Services
- The district currently operates on a 5-year device replacement cycle with annual replacements following the 5th year.. Malware prevention and removal processes function on an ongoing/routine basis.
- Device maintenance and repair on an as-needed basis, trouble should be reported directly by staff or parent via Help Desk lines: Staff - 734-994-8100 x 1286, Parents - 734-994-8857.
- Desktop Team, IT Security Team, Secretary, Technology & Data Services will monitor these lines and respond to inquiries.
- The technology department uses Incident IQ for asset tracking.
- For onsite triage, Desktop staff are scheduled for regular shifts, appointment-based device deployment, return, and exchanges.
- Equipment deployment/exchanges not able to be deployed using remote tools will be conducted in designated safe locations with safety protocols in place for technical staff and parents/staff/students including regular sanitizing, PPE and social distancing.
- Testing and evaluation of all network access points are reviewed/tested/monitored on an ongoing basis by the Infrastructure Team
- Initial support plan is in place and is being reviewed/modified on an ongoing basis as the needs of the parents, students, and staff are identified. The CIO, Supervisor, and Project Manager meet regularly to monitor and adjust protocols.
- The MDM and google chrome management, SCCM, hotspot online portal provide device usage management.
- Online learning program training compliance managed through Kalpa.
- Students are provided access and device support as identified by the Program/Department supervisor. The information posted on the Parent page of the Website and Parent/Guardians can contact the Technical Assistance Help Desk Line: 734-994-8857 for assistance with basic device training as-needed, Zoom and Google Meet support.
- Should access be needed, a device is provided and maintained by the district and the online learning platform is hosted by the district and/or maintained by a cloud server to ensure students can submit assignments.
- Training sessions on Zoom, Google Meet, PowerSchool, etc., have been held for staff over the spring and summer months and recorded/available online for easy access of all staff. Future training sessions are in the process of being scheduled
- Acceptable use policies are in place and enforced on an ongoing basis and reviewed annually. Distance Learning and Intervention Agreement developed in response to COVID-19 and remote learning requirements.

Transportation

See Transportation section of safety protocols. The district will work with Local transportation providers and the Public Transit Authority to ensure protocols are in place for Student and Driver Safety.

Approval & 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 11, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:

<https://washtenawisd.org/departments/board-of-education/board-meeting-information/board-meeting-minutes>

Link to the approved Plan posted on the District/PSA/nonpublic school website:
www.washtenawisd.org

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

Name of District/PSA/Nonpublic Leader Submitting Plan: Naomi Norman

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

Date Submitted to State Superintendent and State Treasurer: August 14, 2020