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## **CEDAR LAKE ELEMENTARY COVID PLAN OF PREPAREDNESS**

### **Risk Mitigation -Under Phases 1-3**

Cedar Lake Elementary (or CLE) will be closed for in-person instruction.

#### **Building Closure**

During Phase 3 of the Michigan Safe Start, schools will be closed for in-person instruction. School Employees will still have physical access to the buildings for the purpose of conducting basic school operations, including remote live instruction.

#### **Professional Learning**

The staff will be provided with training to use a variety of distance learning platforms such as Google Classroom and video and audio-conferencing platforms such as Zoom or Google Hangouts to provide distance learning to our students.

#### **Remote Instruction**

Teachers will be providing daily instruction to students using video and audio-conferencing using either Zoom or Google Hangouts. They will also be communicating with parents via, calls, text messages or emails to provide feedback and answer any questions that they may have concerning their student's learning.

#### **Communication and Family Supports**

Parents will receive training on how to use video and audio-conferencing platforms such as Zoom or Google Hangouts and the distance learning platform such as Google classroom as it relates to their student's instruction as well as the ways to send their students work back to the teachers. This will be done in a group setting or in person through Zoom or Google Hangouts if someone is unable to attend the group training session.

#### **Technology**

Students will need access to an internet-equipped device (computer, Chromebook, tablet, iPad, etc.) for optimal remote learning success. Families will be surveyed to collect information about technology needs. Once the principal learns what technology is needed for each family, she will work with their IT consultant to help families as resources allow.

#### **Cleaning**

The school building will be cleaned and disinfected so that it will be ready for the return of students once the region is advanced to phase 4.

## Risk Mitigation -Under Phase 4

Cedar Lake Elementary will continue to refer to the State of Michigan, Center for Disease Control guidelines, and the Mid-Michigan Health Department as we try to mitigate the spread and risk of COVID-19 at our school. Here are the mitigation strategies that we will incorporate at our school.

### Education

The principal and staff will teach and support healthy behaviors that help mitigate the spread of COVID-19.

### Physical Distance

Whenever feasible, we will require increased physical distancing between individuals.

- Signs and floor tape will be posted to indicate proper social distancing.
- Desks will be spaced out in classrooms as feasible depending on room and class size.
- Students will eat at their desks instead of around classroom tables.

### Facial Coverings

Students and Staff in Grades K-8 are required to wear facial coverings at all times except when eating meals or if they are outside and able to maintain social-distancing. **If a student or staff is unable to medically tolerate a mask, they need to provide verbal or written representation to the school administration. – (pending board approval)**

- Facial coverings may be homemade, cloth, or disposable level one (basic) grade surgical masks. Cloth coverings must be washed after a day's use, and disposable coverings must be disposed of after a day's use.

### Prevention

All school members will be expected to uphold proper preventative measures, including proper hand washing hygiene, stifling coughs, and sneezes in elbow, not sharing personal items, and not coming to school when sick. The following additional measures will be in place.

- Hand sanitizer will be available in each classroom and commons areas in the school.
- Staff and students will be required to wash/sanitize hands before and after lunch.
- Lunch will be at the student's desks instead of classroom tables.
- Signs will be posted throughout the school to indicate proper hand hygiene techniques.

### Hygiene

Teachers and staff at CLE will continue to reinforce the recommended guidelines of handwashing with soap and water and for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. We will also have proper handwashing technique signs placed throughout the building as a reminder to our students and staff.

### Access to the CLE School Building

Family Members or other guests are not allowed in the school building except under extenuating circumstances and with the permission of the school administration.

- Any approved adult guests entering the building will sign in and be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering.

### Cleaning

An increased, systematic cleaning schedule will be implemented. Additionally:

- Frequently touched surfaces including light switches, doors, door handles, benches, and bathrooms will undergo extensive cleaning with Austin's A-1 Concentrated Bleach and Sanitizer as approved on the EPA disinfectant list every four hours.
- Computer Keyboards and desks will be wiped down every day.
- P.E. equipment will be cleaned and disinfected before and after each use.
- All staff will wear gloves, surgical mask, and face shield when performing all cleaning activities.

### Suspension of Activities: As required by the state,

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

## COVID-19 Screening and Protocols

Cedar Lake Elementary will work with the State of Michigan and the Mid-Michigan Health Department to implement screening, testing, and response protocols in relation to COVID-19.

- Staff will conduct daily self-examinations using the Workplace Health Screening sheet by the Mid-Michigan District Health Department, including a temperature check, prior to coming to work. If they exhibit any symptoms of COVID-19 or have a temperature of 100.4 or greater without the use of medication, they will stay home and contact their health care provider for direction.
- Families will monitor their children for symptoms of COVID-19 using the screener provided to them on a daily basis prior to coming to school. If they have answered yes to any of the questions, they will need to keep their child at home. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider. Students who have passed the screener done at home will have their temperature taken and recorded by their teacher at the beginning of the school day. If they have a temperature of 100.4 or greater, they will be sent home.
- Students who become ill with symptoms of COVID-19 during the school day will be placed in an identified quarantine area until they can be picked up.
- Symptomatic students sent home from school will be kept home until at least 3 days have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms) **and** either:
  - a: At least 10 days have passed since symptoms first appeared
  - b: OR they have two negative results, spaced at least 24 hours apart, based on authorized COVID-19 diagnostic tests by a medical professional.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities

Act (ADA) and other applicable federal and state privacy laws. *Note: Student communicable disease related information is protected health information.*

- In the event of a positive case, the school will work closely with the Mid-Michigan Health Department regarding next steps to take. Students and staff will be closely monitored for any symptoms of COVID-19.
- We ask that that any students/families self-identify as high risk for severe illness due to COVID-19 and communicate this risk to the principal.

## **Risk Mitigation -Under Phase 5**

Cedar Lake Elementary will continue to refer to the State of Michigan, Center for Disease Control guidelines, and the Mid-Michigan Health Department as we try to mitigate the spread and risk of COVID-19 at our school. Although not an exhaustive list of mitigation strategies that we will incorporate at our school.

### **Education**

The Principal and staff will teach and support healthy behaviors that help mitigate the spread of COVID-19.

### **Physical Distance**

Whenever feasible and reasonable, we will continue to maintain increased physical distancing between individuals but certainly to a lesser degree than in Phase 4.

- Signs and floor tape will be posted to indicate proper social distancing.
- Desks will be spaced out in classrooms as feasible depending on room and class size.
- Students will eat at their desks instead of around classroom tables.

### **Facial Coverings**

Cedar Lake Elementary will work with the local Mid-Michigan Health Department to establish best practice regarding masking. However, considering the lowered risk of COVID-19 in Phase 5, masks will not likely be required. Medically vulnerable staff and students will be encouraged to take extra precautions.

### **Prevention**

All school members will be expected to uphold proper preventative measures, including proper hand washing hygiene, stiffling coughs, and sneezes in elbow, not sharing personal items, and not coming to school when sick. The following additional measures will remain in place from Phase 4.

- Hand sanitizer will be available in each classroom and commons areas in the school.
- Staff and students will be required to wash/sanitize hands before and after lunch.
- Lunch will be at the student's desks instead of classroom tables.
- Signs will be posted throughout the school to indicate proper hand hygiene techniques.

### Access to the CLE School Building

Family Members or other guests may need to seek permission of the school administration before entering the school building. Any approved guests entering the building will be screened for symptoms.

### Cleaning

An increased, systematic cleaning schedule will be implemented. Additionally:

- Frequently touched surfaces including light switches, doors, door handles, benches, and bathrooms will undergo extensive cleaning with Austin's A-1 Concentrated Bleach and Sanitizer as approved on the EPA disinfectant list every four hours.
- Computer Keyboards and desks will be wiped down every day.
- P.E. equipment will be cleaned frequently.

### COVID-19 Screening and Protocols

Cedar Lake Elementary will work with the State of Michigan and the Mid-Michigan Health department to implement screening, testing, and response protocols in relation to COVID-19.

- Students or Staff with a temperature of 100.4 or greater without the use of medication should stay home and consider testing if symptoms of COVID-19 are present. They should contact their health care provider for direction.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws. *Note: Student communicable disease related information is protected health information.*
- In the event of a positive case, the school will work closely with the Mid-Michigan Health Department regarding next steps to take. Students and staff will be closely monitored for any symptoms of COVID-19.

Our policies and guidelines may change as we get updated information from the local health department or the Center for Disease Control. Parents will be kept informed of any changes or updates to the state mandates regarding our COVID plan.