



Grand Haven  
Area Public Schools

COVID-19 Preparedness and Response Plan



## COVID-19 PREPAREDNESS AND RESPONSE PLAN

---

### (EXECUTIVE ORDER 2020-142 DISTRICT PREPAREDNESS PLAN)

Revised 1:35 PM | 08/11/2020

**Name of District:** Grand Haven Area Public Schools

**Address of District:** 1415 South Beechtree Street, MI 49417

**District Code Number:** 70010

**Web Address of the District:** [www.ghaps.org](http://www.ghaps.org)

**Name of Intermediate School District:** Ottawa Area ISD

**Name of Authorizing Body (if applicable):** n/a



## 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 preK-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 preK-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15, 2020 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.

---

### **A1 – DISTRICT AND BUILDING IMPLEMENTATION PLAN:**

The district plans to use two remote learning options (parents will choose as part of phase 4 and 5 planning) of instruction using online learning platforms as the primary mode of instruction (GHAPS At-Home selection - Google Classroom and Seesaw; Regional Consortium Selection - University of Michigan Roadmaps and Michigan Virtual). The district will provide devices in grades Young 5-12. Students without internet access will have access via support from the GHAPS Technology Department (i.e Verizon hotspots, Spectrum internet support, etc.). All students will have access to grade-level/course textbooks/resources as needed to complete their work. Student grades and report cards will be based on traditional methods including: attendance, participation, work completion, and assessments. The district will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make regular and multiple weekly contacts with students and have two-way communication. This may be done through the use of technology (i.e. virtual meeting, email, Remind, or phone calls). Teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, SeeSaw, Roadmaps, and/or Michigan Virtual), with an emphasis on continuing to build relationships and maintain connections.

Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least two times per week and asynchronous instruction through pre-made videos/lessons multiple additional times per week.

Teachers will monitor student access and assignment completion on a regular basis within the listed instructional platforms. Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. Parental contacts via email or phone call would also be used as a follow-up if needed.

The plan will be communicated through our MailChimp communication platform for all parents that have opted in to receive communication from the district. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district and building Facebook pages.

Dual enrollment courses will continue to be offered as appropriate. We will ensure that the students have the appropriate materials and support to complete these courses. The students will take classes for letter grades. For students enrolled in CTE programs we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the district will ensure the student has the necessary resources.

Teachers and other professional staff (i.e counselors, psychologists, social workers, etc.) will monitor student wellness, engagement, and completion of assignments. They will also keep a log of communication with students and families. They will also need to keep a log of all communication with students and families including recording of any one-on-one student interactions. Inconsistent completion and/or communication with a parent or student will be cause for developing a plan to better connect with the student and family. Additional support may be sought to make these connections through local agencies, Department of Health and Human Services (DHHS) and the Intermediate School District (ISD).

The district will survey all parents to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors, psychologists, social workers, etc. will reach out to individual students and families to determine what they may need. The professional staff will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will refer that need to the principal or professional staff to make the necessary follow-up. The principal will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

- B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the *Michigan Safe Start Plan*. Those policies and procedures must, at a minimum, include:

**1. FACE COVERINGS (P. 22)**

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
- i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 and up when in classrooms.
  - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

---

**B1 – DISTRICT AND BUILDING IMPLEMENTATION PLAN:**

**Face coverings (Staff)**—Can be homemade and if so must be washed daily, or disposable which should be thrown away each day after use. Any staff member who cannot medically tolerate a facial covering must present a physician’s note which will exempt that staff member from use.

- All staff will wear masks with the exception of during meals.
- Clear masks will be allowed for preK-4 special and general education staff.
- Masks are not required outside of the school, but staff have the option to wear them during these times.

**Face coverings (Students)**—Can be homemade and if so, must be washed daily, or disposable which should be thrown away each day after use. Any student who cannot medically tolerate a facial covering must present a physician’s note which will exempt that student from use. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one.

- Masks must be worn by preK-12 grade students and staff on school transportation.
- Masks must be worn in hallways and common areas by preK-12 students in the buildings except during meals.
- Masks must be worn in classrooms by all students in grades preK-12.
- All students in grades preK-4 will be allowed mask breaks in the classroom during snack time(s) and when maximum social distancing is in place.
- Masks are not required outside of the school, but students have the option to wear them during these times.
- Masks are not mandated for use in the classroom by children ages 3 and 4.
- Masks are prohibited for use on children under age 2.

## **Implementation**

- Students and parents will be required to watch a safety video on the wearing of and expectations for maintenance of face coverings.
- Building, grounds, and transportation signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Disposable face coverings will be ordered and provided to students that do not have one. These will be placed on busses and at building entries.
- Individuals (staff or students) who claim medical exemption will need to provide written information from their physician stating that they cannot medically tolerate a face covering or are unable to remove a face covering without assistance.
- 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 or school safety officer. 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 (presenters, substitute teachers, etc) will be issued a disposable face covering, if needed, upon entry, and will be expected to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.



## 2. HYGIENE

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

---

### **B2—DISTRICT AND BUILDING IMPLEMENTATION PLAN:**

**Hygiene**—The Grand Haven Area Public Schools (GHAPS) will provide adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and signs reinforcing proper handwashing techniques for all students and staff.

- The GHAPS will educate students and staff on how to cough and sneeze into their elbows, or to cover with a tissue.
- The GHAPS will frequently check and refill soap and hand sanitizer throughout each day.
- Students and staff will have the opportunity for handwashing with soap and water at least every 2-3 hours. All students and staff will be reminded regularly (building announcements, newsletters, signage, etc.) of the expectation for handwashing and/or sanitizing.
- Students and staff will limit sharing of personal items and supplies.
- The GHAPS will keep students' personal items separate and in individually labeled desks, cubbies, containers, and/or lockers to the greatest extent possible.
- The GHAPS will limit the use of classroom materials to small groups and disinfect between use or provide adequate supplies to assign for individual student use.
- The GHAPS will procure and provide Environmental Protection Agency (EPA) approved hand sanitizer and wipes throughout buildings.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers or the school nurse will teach students the following on the first day of school and reinforce weekly or more often as needed (this may be done via video):
  - 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

- Operations staff will:
    - Procure adequate soap, hand sanitizer, paper towels and tissues.
    - Post signage related to cleaning and hygiene strategies in each room, restroom and throughout the hallways.
    - Monitor hygiene supplies and refill as needed three times daily.
    - Procure hand sanitizing stations as deemed necessary during walk-through with the building leader.
- 

### 3. CLEANING

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

---

#### B3—DISTRICT AND BUILDING IMPLEMENTATION PLAN:

- Frequently touched surfaces including light switches, doors, benches and bathrooms will be cleaned every four hours with an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will be cleaned after each class period with an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with an EPA-approved disinfectant or diluted bleach solution.
- Playground equipment will undergo normal cleaning.
- The GHAPS will ensure safe and correct use and storage of cleaning and disinfection products, including storing them away from children in an area with adequate ventilation.
- Operations staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.
- All classrooms will be provided with EPA-approved disinfectant products.
- Custodial staff will walk the building wiping all high frequency usage areas and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- Classroom teachers and students will work together to wipe down the students desks everytime students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant products. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.

- A training on cleaning materials and protocols will be provided to the Operations staff prior to the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

---

#### 4. ATHLETICS

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

---

#### **B4—DISTRICT AND BUILDING IMPLEMENTATION PLAN:**

The GHAPS will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and National Federation of State High School Associations (NFHS).

- Students and staff will use proper hand hygiene techniques before and after every practice, event or gathering. Every participant will confirm that they are healthy and without symptoms prior to practices and/or events. This will include the use of pre-event health questionnaires and temperature checks.
- All equipment will be disinfected prior to and after use.
- Inter-school competitions may be held as long as face coverings are used if school transportation is provided. Busses will be cleaned and disinfected after every use.
- Spectators will be allowed provided that masks are worn and six feet of social distancing can be maintained.
- Each participant will use a clearly marked water bottle which will not be shared with anyone else.
- Handshakes, fist bumps and other unnecessary contact will not occur.
- There will be no use of any weight room in the school district.
- Large scale indoor spectator events are suspended pending approval by the state of Michigan and local health department officials. Outdoor events are limited to 100 people and those in attendance that are not part of the same household will maintain six feet of distance from one another.

## 5. SCREENING

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

---

### **B5—DISTRICT AND BUILDING IMPLEMENTATION PLAN:**

The GHAPS will cooperate and comply with the Ottawa County Department of Public Health (OCDPH).

- A copy of our exposure plan will be submitted to the OCDPH.
- All school staff will be required to conduct a health safety self assessment at home prior to coming to work and verifying through a Google form that they are safe to work. This will include taking their temperature and reporting this daily on the Google form.
- Positive tests for staff members will result in a required quarantine away from school for 14 days.

#### **Protocol:**

- Each school building will identify a remote and secluded room, no smaller than 100 square feet to serve as an isolation area. This room will be outfitted with appropriate PPE including gowns, face shields, masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer, and log sheets.
- 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 and therefore this individual must have the flexibility to leave their regular assignment at a moment’s notice.
- From the time of identification of potential infection, the student will not be left unattended by the quarantine officer and a log sheet of activity will be maintained at 5-minute intervals until the student or staff member is safely removed from the building.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and where to report for testing.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- 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 in contact with 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.

## 6. TESTING

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

---

### **B6—DISTRICT AND BUILDING IMPLEMENTATION PLAN:**

The GHAPS will cooperate and comply with the Ottawa County Department of Public Health (OCDPH).

- Students who develop a fever or become ill with COVID-19 symptoms at school will be transported by their parent/guardian, emergency contact, or ambulance (if clinically unstable), for off-site testing.
  - Staff who develop a fever or become ill with COVID-19 symptoms at school will be sent home for off-site testing.
  - Symptomatic students and staff will not be readmitted to school or for work until they have tested negative for COVID-19, or have been release from isolation according to OCDPH guidelines.
  - GHAPS will notify appropriate families, as recommended by OCDPH, of the presence of any laboratory positive or clinically diagnosed cases of COVID-19.
  - Immediate effort will be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) of any positively diagnosed COVID-19 case so that they can be quarantined for 14 days at home.
  - Parents/Guardians should check students temperature at home every morning; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
  - Parents/Guardians should monitor children for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath should prompt the parent/guardian to keep the student home and follow up with a health care provider.
- 

## 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).

---

### **B7—DISTRICT AND BUILDING IMPLEMENTATION PLAN:**

- All busses will be provided hand sanitizer and will be used by anyone entering the bus.
- The bus driver, staff, and all students preK-12, if medically feasible, will wear masks while on the bus. 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.

- All GHAPS transportation vehicles will be cleaned and disinfected after every transit route. There will be no children present during the cleaning process.
- All GHAPS transportation vehicles frequently touched surfaces will be cleaned and disinfected prior to morning and afternoon routes.
- All equipment will be sanitized and disinfected including car seats, wheelchairs, walkers and adaptive equipment being transported to schools daily.
- The GHAPS will 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 will not use GHAPS group transportation to return home. If a driver becomes sick during the day, they will follow protocols for sick staff and will not return to drive students.
- The GHAPS transportation staff will, weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let vehicles thoroughly air out.
- The GHAPS transportation staff will, weather permitting, consider keeping windows open while the vehicle is in motion to help reduce the spread of the virus.
- The GHAPS will systematically review all current plans for accommodating students with special healthcare needs and update their care plans as necessary to decrease their risk for exposure to COVID-19.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for 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.

- 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*.

Students will remain in their selection Phase 4 learning choice (In-person or Regional Consortium Remote) until the end of the current semester in which the state/region moved to 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.

---

## **C1—PERSONAL PROTECTIVE EQUIPMENT**

- Facial coverings will be worn by all staff except for meals. Any staff member who cannot medically tolerate a face covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear one.
- Facial coverings will be worn in hallways and common areas by preK-12 grade students in the building except during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one.

### **Hygiene**

- The GHAPS will provide all supplies to support healthy hygiene behaviors including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, and signs reinforcing proper hand washing techniques.
- The GHAPS schools will teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer that contains at least 60% alcohol.
- The GHAPS will educate students and staff to cough and sneeze into their elbows, or to cover with a tissue. All tissues will then be thrown away and hands will be washed immediately after.
- GHAPS students will wash their hands or use hand sanitizer after changing any classroom. Teachers will wash their hands or use hand sanitizer every time a new group of students enters their room.

### **Cleaning**

- Frequently touched surfaces including light switches, doors, benches and bathrooms will be cleaned every four hours with an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms will be cleaned after each class period with an EPA-approved disinfectant or diluted bleach solution.

- Student desks will be wiped down with an EPA-approved disinfectant or diluted bleach solution.
- Playground equipment will undergo normal cleaning.
- Athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.
- The GHAPS will ensure safe and correct use and storage of cleaning and disinfection products, including storing them away from children in an area with adequate ventilation.
- Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.

### **Athletics**

- Indoor spectator events will be limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- Students, teachers, coaches and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant will declare that they are healthy and without any symptoms prior to any event.
- Equipment will be disinfected before and after every use.
- Busses will be cleaned and disinfected before and after use, as detailed in the busing and student transportation section.
- Each participant will use a clearly marked water bottle for individual use and there will be no sharing of this equipment.

### **Screening Students, Staff, and Guests**

The GHAPS will cooperate and comply with the Ottawa County Department of Public Health (OCDPH).

- Every school will identify and designate a quarantine area and a staff person to care for children who become ill at school.
- Students that become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a mask in place until picked up. Identified school staff will care for these children and will wear a mask with the exception of student with special needs requiring aerosolized procedures in which an N95 mask is required.
- Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.



## Testing Protocols For Students And Staff Responding To Positive Cases

The GHAPS will cooperate and comply with the Ottawa County Department of Public Health (OCDPH).

- Students who develop a fever or become ill with symptoms of COVID-19 at school will wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable for off-site testing.
- Staff who develop a fever or become ill with symptoms of COVID-19 at school will wear a mask and will be transported for off-site testing.
- Parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative or have been released from isolation according to CDC guidelines.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will be made to contact any close contacts (those who spent more than 15 minutes within six feet of the student or staff member) so that they can be quarantined at home.

## Busing and Student Transportation

- All busses will be provided hand sanitizer and will be used by anyone entering the bus.
- The bus driver, staff, and all students preK-12, if medically feasible, will wear masks while on the bus.
- All GHAPS transportation vehicles will be cleaned and disinfected after every transit route. There will be no children present during the cleaning process.
- All GHAPS transportation vehicles frequently touched surfaces will be cleaned and disinfected prior to morning and afternoon routes.
- All equipment will be sanitized and disinfected including car seats, wheelchairs, walkers and adaptive equipment being transported to schools daily.
- The GHAPS will 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 will not use GHAPS group transportation to return home. If a driver becomes sick during the day, they will follow protocols for sick staff and will not return to drive students.
- The GHAPS transportation staff will, weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let vehicles thoroughly air out.

- The GHAPS transportation staff will, weather permitting, consider keeping windows open while the vehicle is in motion to help reduce the spread of the virus.
  - The GHAPS will systematically review all current plans for accommodating students with special healthcare needs and update their care plans as necessary to decrease their risk for exposure to COVID-19.
- 

- 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*.
- 

**C2—** None. The GHAPS will implement all highly recommended protocols.

- 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**.
- 

**D1—** Yes. The GHAPS is implementing all highly recommended procedures/protocols to the fullest extent feasible. The GHAPS is only not implementing highly recommended protocols where physical space or other hard limitations exist that make implementation impossible. However, in cases where the district cannot strictly implement highly recommended protocols, every effort will be made to come as close as possible.

## 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, 2020 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 10, 2020

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

<https://www.ghaps.org/board-of-ed/board-meeting-agendas--minutes>

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

[www.ghaps.org](http://www.ghaps.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:**

Andrew D. Ingall, Superintendent, Grand Haven Area Public Schools

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

August 17, 2020

**Date Submitted to State Superintendent and State Treasurer:**

