

Manchester Community Schools COVID-19

Preparedness and Response Plan

Executive Order 2020-142 District Preparedness Plan

Revised 4:00 PM
8/5/2020

Name of District: Manchester Community Schools

Address of District: 710 E. Main Street, Manchester, MI 48158

District Code Number: 81080

Web Address of the District: <https://www.manchesterschools.us/>

Name of Intermediate School District: Washtenaw Intermediate School District

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

Manchester Community Schools agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ Manchester Community Schools assures that when it provides in-person instruction to its students without disabilities, Manchester Community Schools will also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ Manchester Community Schools 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.
- ✓ Manchester Community Schools 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.
- ✓ Manchester Community Schools 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.
- ✓ Manchester Community Schools 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.
- ✓ Manchester Community Schools 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.
- ✓ Manchester Community Schools 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.
- ✓ Manchester Community Schools 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.
- ✓ Manchester Community Schools 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.
- ✓ Manchester Community Schools 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:

Phases 1-3 Alternative Modes of Instruction Plan: Instruction and Connectivity



Scenario-1: In-Person

*MI Safe Start Plan
Phase 4, 5, or 6*



Campuses allowed to reopen at full capacity.

- Students meet in-person for instruction at school using guidance from the Michigan Department of Education and CDC.
- Curriculum, taught by a certified MCS teacher, is adjusted to meet each student's needs and address grade level concepts.
- Implement health practices to keep students, families, and staff safe.
- Focus on social-emotional learning and mental health

Scenario-2: Hybrid Model

*MI Safe Start Plan
Phase 4*



Campuses allowed to offer in-person mixed with virtual instruction.

- Students meet on a hybrid model using a combination of newly designed virtual learning and in-person instruction.
- Curriculum, taught by a certified MCS teacher, is adjusted to meet each student's needs and address grade level concepts.
- Implement health practices to keep students, families, and staff safe.
- Focus on social-emotional learning and mental health supports.

Scenario-3: All Virtual

*MI Safe Start Plan
Phase 1, 2, or 3*



Campuses are not allowed to open or there is an intermittent closure.

- Students participate in a newly designed completely virtual learning program at home.
- Curriculum, taught by a certified MCS teacher, is adjusted to meet each student's needs and address grade level concepts.
- An all virtual learning program may also include courses provided by external online vendors with MCS teachers of record.
- Focus on social-emotional learning and mental health

Intermittent Virtual

Scenarios 1 and 2 will be built to quickly adjust to virtual learning, if needed, as outlined in Scenario 3.

Online Option

Under all scenarios, students will have the option to enroll in an MCS facilitated complete online learning environment.

The district will continue to work closely with the Michigan Department of Education, state health officials, the local government, community leaders, families, and teachers to develop a Preparedness Plan that considers all aspects of how our school community might be affected by COVID-19 and the Governor's guidelines. Our scenarios must be flexible and able to be scaled up or down depending on local conditions. No matter our particular context or scenario, our mission is to prepare individual learners to realize the best version of themselves.

OTHER CONSIDERATIONS

Over the summer, MCS teams will be reflecting on what best practices and lessons learned can be carried forward as we plan for the 2020-2021 school year. These teams will be working to provide details for each scenario. More fully detailed plans will be available August 3rd, 2020. Teams will prioritize work to be done across all scenarios in the following areas:

- Communication Plans
- Health Plans and Procedures
- Transportation and Food Services
- Curriculum and Instructional Adjustments
- Digital Tools and Access to Technology
- Accessibility and Equity



The Primary Tenets of the Manchester Community Schools Virtual Learning Model

- 1. The incorporation of Google Classroom as the Learning Management System and Engagement for MCS**
- 2. Featuring Asynchronous and Synchronous Direct Instruction from MCS Teacher to Student**
- 3. 1:1 Chromebooks for all Students Kindergarten through 12th Grade**
- 4. New Teacher Laptops empowering all tools needed for effective Connected, Virtual Instruction**
- 5. Teacher Professional Development Opportunities surrounding Google Classroom and Virtual Instruction**
- 6. Enhanced Internet Connectivity in District Hotspot Locations and Individual Family Hotspot Opportunities**

Phases 1-3 Teaching and Learning Plan

Draft Updated 7/31/20



In This Plan:

- [Instructional Models](#)
- [Content Considerations](#)
- [Instructional Delivery](#)
- [Assessment and Feedback](#)
- [Diversity, Equity, Inclusion and Accessibility Considerations](#)
- [Teaching and Learning Cycle](#)
- [District Approved Tools](#)

Click on the following link to view the Manchester Community Schools Teaching and Learning Plan for the Fall of 2020:

[The Manchester Community Schools Teaching and Learning Plan](#)

The Manchester Community Schools Updated Young 5's through 6th Grade LCP COVID-19 Instructional Plan

[The MCS Updated Young 5's through 6th Grade COVID-19 Instructional Plan](#)

The Manchester Community Schools Updated Manchester Jr./Sr. High School Daily Instructional Schedule

The staggered, adjusted daily schedule reflects the synchronous, direct-instruction time schedule for both in-person and remote learning students in each of their eight class periods for the 2020-2021 school year.

[The Manchester Jr./Sr. High School Daily Instructional Schedule](#)

Manchester Community Schools Special Populations Guideline

[Special Populations Guideline](#)

Phases 1-3 Safety Protocols

Below are the protocols that Manchester Community Schools will follow when the region in which Manchester Community Schools is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.

Describe how Manchester Community Schools 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 Manchester Community Schools 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.

Protocol	District Implementation	Who is Responsible	Will Comply
Personal Protective Equipment and Hygiene			
<u>Required</u>			
Schools are closed for in-person instruction.	Assurance that school will be closed for in-person instruction.	Superintendent Bradley J. Bezeau	Yes
Spacing and Movement			
<u>Required</u>			
Schools are closed for in-person instruction.	Assurance that school will be closed for in-person instruction.	Superintendent Bradley J. Bezeau	Yes
School buildings may continue to be used by licensed child care providers, if providers follow all emergency protocols identified by the state.	The Manchester Early Childhood Center (MECC) and the Before and After Care Programs will continue to be used by licensed child care providers with all emergency protocols identified by the state.	MECC Director Karin Villarreal	Yes

School employees and contractors are permitted to be physically present in school buildings for the purposes of conducting basic school operations, including remote live instruction, as determined by school administrators.	Employees of the Manchester Community Schools will conduct basic school operations including essential food service functions, buildings and grounds operations, and remote live instruction using all screening and emergency protocols identified by the state.	Superintendent Bradley J. Bezeau	Yes
Screening Students			
<u>Required</u>			
Schools are closed for in-person instruction.	Assurance that school will be closed for in-person instruction.	Superintendent Bradley J. Bezeau	Yes
<u>Responding to Positive Tests Among Staff and Students</u>			
<u>Required</u>			
Schools are closed for in-person instruction.	Assurances that school will be closed for in-person instruction and that all required reporting protocols are conducted in conjunction with the Washtenaw County Health Department.	Human Resources Coordinator Laura Neal	Yes
<u>Food Service, Gathering and Extracurricular Activities</u>			
<u>Required</u>			
Schools enact food distribution programs.	Continued meal distribution for pick up 2 days a week and add home delivery utilizing buses if needed.	Foodservice director/food service staff	Yes
All inter-school activities are discontinued.	Assurance that all inter-school activities are discontinued.	Superintendent Bradley J. Bezeau	Yes
After-school activities are suspended.	Assurance that all after-school activities are suspended.	Superintendent Bradley J. Bezeau	Yes
<u>Athletics</u>			
<u>Required</u>			
All athletics are suspended.	Assurance that all athletics are suspended.	Athletic Director Eric McCalla	Yes
<u>Cleaning</u>			
<u>Required</u>			
Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.		Buildings and Grounds Coordinator Bill O'Brien	Yes
<u>Busing and Student Transportation</u>			
<u>Required</u>			

All busing operations are suspended.	Assurance that all busing operations are suspended.	Transportation Director Deb Heskett	Yes
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Phase 4 Instructional Plan: The Manchester Community Schools Return to School-Connected Learning Plan



Manchester Community Schools

2020-2021 Return to School- Connected Learning Plan

FINAL CHOICE SURVEY COMING- SURVEY DEADLINE 8/11/20

Parents will be given two options for their students' return to school.

Students/Parents will declare which option they choose and be required to commit to that option for the first 9 weeks of school (our first quarter of school). At that time, if Washtenaw County is still identified as a Phase 4, 5, or 6 area, they will be given the opportunity to switch to another option if they so choose.

To ensure a successful beginning of the 2020-2021 school year for all of our students (In-Person or Remote Learning), we will use the week of August 31st through September 4th for Orientation, Small Scheduled Class Meetings, Securing of all Technology Needs, and All Access Logistics.

The first day of instruction for both In-Person and Remote Learning will be: Tuesday, September 8th, 2020

Option #1

In-Person Instruction



Daily Schedule:

Monday, Tuesday, Thursday, Friday: In-person Instruction

Manchester Jr./ Sr. High School: 8:00 a.m. – 2:45 p.m.

Riverside Intermediate: 8:07 a.m. – 2:52 p.m.

Klager Elementary School: 8:10 a.m. – 3:00 p.m.

Wednesday: MCS Web Experience for both In-Person and Remote Learning Students (Virtual Instruction)

- Recorded, direct Instruction will be offered asynchronously using the Google Classroom learning management system on these Wednesday mornings.
- Buildings will be closed for cleaning/sterilization. All In-Person students will be engaged from home with Virtual Instruction on these days. As virus conditions improve, we will move to a five day per week, in-person model, with no Virtual Wednesdays.

Option #2

Remote Learning / MCS Web Experience



Klager Elementary— Students given instruction from Manchester's experienced teaching staff. The courses will be designed to continue with our district's high academic standards and instructional methods to have a positive educational impact for our students using our Google Classroom platform as our district-wide Learning Management System. Both synchronous (live and direct instruction from our teachers) and asynchronous (recorded instruction from our teachers) will be features of the MCS Web Experience.

Riverside Intermediate / Manchester Jr./Sr. High School—Students will be utilizing a developed virtual instructional program and be monitored by the Manchester teaching staff using our Google Classroom platforms as our district-wide Learning Management System. Both synchronous (live and direct instruction from our teachers) and asynchronous (recorded instruction from our teachers) will be features of the MCS Web Experience. The coursework offered will provide students with content that will be required for the students to advance to the next grade level, and grades and student and staff grading and expectations will be in place.

Attendance and participation will be required.

This remote learning opportunity will be implemented to meet the needs of our students and families who believe this will be the best learning strategy for instruction during these challenging times.

Phase 4 Safety Protocols

Below are the protocols that Manchester Community Schools will follow when the region in which Manchester Community Schools is located is in **Phase 4** of the Michigan Safe Start Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
Personal Protective Equipment			
Required			

Facial coverings must always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering must not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, must not wear a facial covering.	All Manchester Community Schools Staff will wear facial coverings except for meals in compliance with the MI Safe Schools Plan with assurances during the beginning of the school year processes and our all-staff professional development and training prior to the beginning of the school year, with exceptions made for any staff member who cannot medically tolerate wearing one or are incapacitated or unable to remove the covering without assistance.	Superintendent Bradley J. Bezeau and Human Resources Coordinator Laura Neal	Yes
Homemade facial coverings must be washed daily.	Beginning of the year inclusion in District Staff Processes and Usage Sign-Off Documentation.	Superintendent Bradley J. Bezeau	Yes
Disposable facial coverings must be disposed of at the end of each day.	Beginning of the year inclusion in District Staff Processes and Usage Sign-Off Documentation.	Superintendent Bradley J. Bezeau	Yes
Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.	As each student enters the bus for each trip, the Manchester Community Schools Transportation Department Bus Driver will check for facial covering on each student and staff during the use of school transportation. Students will also have hand sanitizer available to them upon entry onto the bus.	Transportation Director Deb Heskett	Yes
Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.	Facial coverings will be worn in hallways and common areas by all pre-Kindergarten through 12th Grade students in the building except for meals. Any student that is unable to medically tolerate a facial covering must not wear one or if they are incapacitated or unable to remove the facial covering without assistance. Facial coverings will be available to students if needed.	Superintendent Bradley J. Bezeau	Yes
Homemade facial coverings must be washed daily.	Part of the written assurance process and family sign-off shared by the superintendent of schools at the beginning of the school year communication processes.	Superintendent Bradley J. Bezeau	Yes
Disposable facing coverings must be disposed of at the end of each day.	Beginning of the year inclusion in Family Communication Processes and Usage Sign-Off Documentation.	Superintendent Bradley J. Bezeau	Yes
Note: Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.			
Facial coverings must be worn in classrooms by all students grades 6-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.	Facial coverings will be worn in classrooms by all students in Grades 6-12 per the MI Safe Schools Plan, with the exception of any student who cannot medically tolerate a facial covering or who is incapacitated, or unable to remove the facial covering without assistance. Students will receive instruction on this, and all other safety protocols for in-person learning before their return to school in Building and District level communications and direct instruction during the first weeks of school.	Building Level Administration	Yes
All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.	All students in grades Kindergarten through 5 must wear facial coverings in school, hallways, passing times, and other common areas throughout the school day. They will be allowed to not wear their facial coverings while inside their homeroom classrooms if they do not come into close contact with students in other classes during this time.	Building Level Administration	Yes

<u>Strongly Recommended</u>			
Facial coverings should be considered for Pre-K-5 students and students with special needs in classrooms as tolerated.	Facial coverings will be considered for Pre- K-5 students and students with special needs in classrooms as tolerated.	Office Personnel, Support Staff, Instructional Staff, Administration	Yes
Facial coverings should be considered for PreK students and students with special needs in hallways and common areas.	Facial coverings will be considered for Pre-Kindergarten students and students with special needs in hallways and common areas.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Facial coverings are strongly encouraged for use in classrooms by children ages 3 and 4.	Facial coverings are strongly encouraged for children ages 3 and 4 in classrooms.	MECC Director and Klager Elementary Principal Karin Villarreal	Yes
Facial coverings should never be used on children under age 2.	Facial coverings will never be used for children under the age of 2.	MECC Director and Klager Elementary Principal Karin Villarreal	Yes
<u>Hygiene</u>			
<u>Required</u>			
Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).	Manchester Community Schools will provide the following supplies to support healthy hygiene behaviors: Soap at all sinks and restrooms in each building. Hand Sanitizer with at least 60% alcohol for safe use by staff and students on each bus, in each classroom, and throughout the cafeteria and common and entry areas. Paper Towels at all sinks and restrooms in each building and in each classroom. Tissues will be provided in each bus, in each classroom, and throughout the cafeteria and common and entry areas. Proper Handwashing Technique signs will be displayed prominently in each district restroom and next to each district sink.	Director of Facilities Bill O'Brien	Yes
Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.	Proper handwashing and hand sanitizer usage technique will be taught in parent/student/community building and district level communications and in each classroom within the district.	The Manchester Community Schools Instructional Team	Yes
<u>Strongly Recommended</u>			
Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.	Education of staff and students will be provided on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands will be washed immediately using proper hand hygiene techniques	Office Personnel, Support Staff, Instructional Staff, Administration, and Students	Yes

Systematically and frequently check and refill soap and hand sanitizers.	Per the Buildings and Grounds Established Cleaning Schedule	Buildings and Grounds Team	Yes
Students and teachers must have scheduled handwashing with soap and water every 2-3 hours.	Students and teachers will wash their hands with soap and water every 2-3 hours.	Office Personnel, Support Staff, Instructional Staff, Administration, and Students	Yes
Limit sharing of personal items and supplies such as writing utensils.	Sharing of personal items and supplies will be limited.	Office Personnel, Support Staff, Instructional Staff, Administration, and Students	Yes
Keep students' personal items separate and in individually labeled cubbies, containers, or lockers.	Lockers, containers, and cubbies will continue to be utilized in all three MCS Buildings to keep personal items separate.	Office Personnel, Support Staff, Instructional Staff, Administration, and Students	Yes
Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.	Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.	Office Personnel, Support Staff, Instructional Staff, Administration.	Yes
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	Superintendent Bradley J. Bezeau and Buildings and Grounds Director Bill O'Brien	Yes
<u>Spacing, Movement, and Access</u>			
<u>Strongly Recommended</u>			
Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by necessary spacing requirements.	When spacing in classroom allows. Building map plan incorporates the use of currently empty rooms to divide classes into two groups to achieve the strongly recommended distance of classroom desks.	Building Administration	
In classrooms where large tables are utilized, space students as far apart as feasible.	As feasible, students will be spaced as far apart as possible when using large tables.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
As feasible, arrange all desks facing the same direction toward the front of the classroom.	As feasible, student desks will all face the same direction toward the front of the classroom.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Teachers should maintain six feet of spacing between themselves and students as much as possible.	Teachers should maintain six feet of spacing between themselves and students as much as possible.	Instructional Staff	Yes

Family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials.	Family members or other guests will not be allowed in the school building except under extenuating circumstances determined. Superintendent will continue to communicate this expectation with the entire school community.	Superintendent Bradley J. Bezeau	Yes
Post signage to indicate proper social distancing.	Signage has been posted throughout each school building that indicates proper social distancing.	Office Personnel, Buildings and Grounds, and Administration	Yes
Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.	Line areas have been clearly marked with appropriate floor markings.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Provide social distancing floor/seating markings in waiting and reception areas.	Social distancing markings and posters hang throughout the three Manchester Community Schools Buildings	Buildings and Grounds and Building Administration	Yes
Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	Social distancing and hand hygiene techniques signs are posted in the appropriate locations throughout each of the Manchester Community Schools Buildings.	Buildings and Grounds and Building Administration	Yes
Adult guests entering the building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	All described protocols will be implemented in each of the Manchester School Buildings.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
<u>Recommended</u>			
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.	As able and appropriate, schools should try to cohort groups of students to isolated hallways or areas that can be monitored.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	As able, "specials" (like art, music, and library) will be brought to the classrooms instead of having students move to different locations.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
If all students cannot fit in the classroom space available, a school may consider implementing a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching. If a staggered school schedule is adopted, schools should partner with community organizations to identify safe spaces where children can engage virtually, especially if family members work and children cannot be home alone.	A staggered schedule has been created to minimize the number of transitions for our schools. Monday and Thursdays will be Periods 1-4 at Manchester High School and Tuesday and Fridays will be Periods 5-8 at Manchester High School, with an extra Advisory period being added to support the Social-Emotional and Technology Needs of our Students. The entire district will incorporate a Virtual Day on Wednesdays to also minimize weekly transitions.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should	Efforts will be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should be	Office Personnel, Support Staff,	Yes

be used if feasible to minimize the number of persons in the hallways as able.	used if feasible to minimize the number of persons in the hallways as able.	Instructional Staff, and Administration	
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Where possible, physical education should be held outside and social distancing of six feet should be practiced.	Where possible, physical education will be held outside and social distancing of six feet should be practiced.	Physical Education Staff	Yes
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways should be divided with either side following the same direction.		Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Entrances and exits should be kept separate to keep traffic moving in a single direction.		Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
<u>Screening Students and Staff</u>			
<u>Required</u>			
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	<p>Manchester Community Schools continues to cooperate and partner with the Washtenaw County Health Department, including recently serving as a Pop-Up Testing Site for the Manchester and surrounding communities.</p> <p>All Manchester Community Schools employees and visitors must complete the following “Manchester COVID-19 Workplace Health Screening” MCS COVID-19 Workplace Health Screening</p> <p>Manchester Community Schools will inform and educate the school community as to the required student screening protocols to be conducted each day for each student before entering the school building for the day.</p>	Superintendent Bradley J. Bezeau	Yes
<u>Strongly Recommended</u>			
Every school should identify and designate a quarantine area and a staff person to care for students who become ill at school.	Each school has identified a designated quarantine area in the main office areas for students who become ill at school.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.	Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes

Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.	Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.	Superintendent Bradley J. Bezeau and Central Office Staff	Yes
Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If they exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home.	Manchester Community Schools continues to cooperate and partner with the Washtenaw County Health Department, including recently serving as a Pop-Up Testing Site for the Manchester and surrounding communities. All Manchester Community Schools employees and visitors must complete the following "Manchester COVID-19 Workplace Health Screening" MCS COVID-19 Workplace Health Screening Manchester Community Schools will inform and educate the school community as to the required student screening protocols to be conducted each day for each student before entering the school building for the day.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Recommended			
A monitoring form (paper or electronic) for screening employees should be developed.	All Manchester Community Schools employees and visitors must complete the following "Manchester COVID-19 Workplace Health Screening" MCS COVID-19 Workplace Health Screening	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.	Manchester Community Schools will inform and educate the school community as to the required student screening protocols to be conducted each day for each student before entering the school building for the day.	Superintendent and Building Administration Communication and Students and Families	Yes
Families are encouraged to monitor their children for symptoms of COVID-19. 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.	Manchester Community Schools will inform and educate the school community as to the required student screening protocols to be conducted each day for each student before entering the school building for the day.	Superintendent and Building Administration Communication and Students and Families	Yes
Testing Protocols for Students and Staff and Responding to Positive Cases			
Required			
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	The Manchester Community Schools will continue to cooperate and partner with the Washtenaw County Health Department to implement and follow all screening and reporting protocols and assist with all contact tracing information required by the WCHD.	Human Resources Coordinator Laura Neal	Yes
Strongly Recommended			

Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.	Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.	Office Personnel, Support Staff, Instructional Staff, Administration, Students, and Families.	Yes
Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	Office Personnel, Support Staff, Instructional Staff, Administration	Yes
Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	Office Personnel, Support Staff, Instructional Staff, Administration, Students, and Families.	Yes
Families should be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.	Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.	Superintendent and Central Office Staff	Yes
In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.	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 less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19. Manchester Community Schools will work closely with the Washtenaw County Health Department in all required notification and reporting requirements.	Superintendent and Central Office Staff	Yes
Recommended			
Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.	Manchester Community Schools will inform and educate the school community as to the required student screening protocols to be conducted each day for each student before entering the school building for the day.	Office Personnel, Support Staff, Instructional Staff, Administration, Students, and Families	Yes
Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider	Manchester Community Schools will inform and educate the school community as to the required student screening protocols to be conducted each day for each student before entering the school building for the day.	Office Personnel, Support Staff, Instructional Staff, Administration, Students, and Families	Yes
Responding to Positive Tests Among Staff and Students			
Required			

All schools, public and private, must cooperate with the local public health department if a confirmed case of COVID-19 is identified, and in particular, must 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 at the school.	The Manchester Community Schools will cooperate and partner fully with the Washtenaw County Health Department in the reporting and communication of all confirmed cases of COVID-19 with any students or staff and will collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time he or she was last present at the school.	Human Resources Coordinator Laura Neal and Superintendent Bradley J. Bezeau	Yes
<u>Strongly Recommended</u>			
Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.	The Manchester Community Schools will continue to cooperate and partner with the Washtenaw County Health Department to implement and follow all screening and reporting protocols and assist with all contact tracing information required by the WCHD.	Human Resources Coordinator Laura Neal and Superintendent Bradley J. Bezeau	Yes
The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who Safety Protocols 26 Governor Gretchen Whitmer MI Return To School Roadmap require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who Safety Protocols 26 Governor Gretchen Whitmer MI Return To School Roadmap require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	The Washtenaw County Health Department and The Manchester Community Schools	Yes
Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.	Employees with a confirmed case of COVID-19 will only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.	Office Personnel, Support Staff, Instructional Staff, Administration	Yes
Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.	Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.	Buildings and Grounds Staff	Yes
If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	Office Personnel, Support Staff, Instructional Staff, Administration	Yes
<u>Food Service, Gathering, and Extracurricular Activities</u>			
<u>Required</u>			
Prohibit indoor assemblies that bring together students from more than one classroom.	Indoor assemblies that bring students from more than one classroom together will be prohibited.	Building Principal	Yes
<u>Recommended</u>			
Classrooms or outdoor areas should be used for students to eat meals at school if distancing guidelines cannot be met.	Online ordering in the morning along with 100% prepayment only. Card swipe or bar code reader to avoid keypads. One class or grade at a time comes to the cafeteria to pick up meals and eat in their classroom. Prepackaged meals to avoid self-service food bars. Social distancing markers on the floor for students and staff to follow.	Foodservice director/Teachers and students for morning orders	Yes
If cafeterias must be used, meal times should be staggered to create seating arrangements with six feet of distance between students.	Online ordering in the morning along with 100% prepayment only. Card swipe or bar code reader to avoid keypads. Staggered lunches utilizing floor markings for social distancing. Pre-packaged meal	Foodservice director/Teachers	Yes

	options to avoid self-service food bars. Social distancing in the cafeteria while eating. Addition of additional lunch period.	and students for morning orders	
Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	Face coverings to be worn by all foodservice employees while serving students.	Food Service Director	Yes
Students, teachers, and food service staff should wash hands before and after every meal.	Foodservice staff comply with food service regulations and practice proper handwashing after each task and before and after service.	All Manchester Community Schools Staff	Yes
Students, teachers, and staff should wash hands before and after every event.	Will be emphasized as a part of the School to Home District-Wide Communication and in-school instruction to students.	All Manchester Community Schools Staff	Yes
Large scale assemblies of more than 50 students are suspended.	All large scale assemblies of more than 50 students will be suspended throughout the Manchester Community Schools.	Building Principals	Yes
Off-site field trips that require bus transportation to an indoor location are suspended.	All off-site field trips that require bus transportation to an indoor location are suspended.	Director of Transportation Deb Heskett	Yes
Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.	Building Principals will use the developed recess schedule and share with staff. Recess will be conducted outside whenever possible with appropriate social distancing and cohorting of students, and with facial coverings when more than one class is present.	Building Principals	Yes
If possible, school-supplied meals should be delivered to classrooms with disposable utensils.	Because of the space available in each of our school cafeterias and with staggered student lunch scheduling, students will be able to eat school breakfast, lunch, and any after school snacks with the appropriate social distancing.		
If possible, schools should offer telecasting of assemblies and other school-sanctioned events.	The Manchester Community Schools will continue to use the Zoom Webinar, Facebook Live, and Google Meet formats to telecast school-sanctioned events to our school and community	Superintendent Bradley J. Bezeau	Yes
Extracurricular activities may continue with the use of facial coverings.	Extracurricular activities may continue with the use of facial coverings.	Activity Director	Yes
<u>Athletics</u>			
<u>Required</u>			
Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).	AD/Coaches	AD/Coaches	Yes
Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gatherings. Every participant should confirm that they are healthy and without any symptoms prior to any event.	Hand washing stations in the Gym/locker rooms	AD/Maintenance	Yes
All equipment must be disinfected before and after use.	All equipment will be disinfected before and after use	Coaches	Yes

Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.	Facial Coverings will be worn if school transportation is provided to inter-school competitions. Buses will be cleaned with and disinfected with the district purchased disinfectant sprayers before and after every use	Director of Transportation Deb Heskett and Manchester Community Schools Bus drivers	Yes
Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent crowding.	Signs on bleachers closing every other row	AD	Yes
Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	Athletes must bring their own water bottle	Coaches	Yes
Handshakes, fist bumps, and other unnecessary contacts must not occur.	Handshakes, fist bumps, and other unnecessary contacts must not occur.	Event Officials and Coaches	Yes
Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing.	Indoor Weight Rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities will be allowed while maintaining social distancing.	Athletic Director Eric McCalla	Yes
Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.	Limit attendance special tickets	AD/Coaches	Yes
Cleaning			
Required			
Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.	Established custodial schedule of cleaning for each of the Manchester Community Schools.	Director of Facilities Bill O'Brien	Yes
Libraries, computer labs, arts, and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.	The Manchester Community Schools libraries and computer labs will be closed during this phase. Art rooms will be cleaned after each period.	Manchester Community Schools Art Teachers	Yes
Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.	Director of Facilities Bill O'Brien and Manchester Community Schools Staff	Yes
Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.	Playground structures will continue to undergo normal routine cleaning	Director of Facilities Bill O'Brien and Building and Grounds Staff	Yes
Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products.	The Manchester Community Schools Buildings and Grounds staff will ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use products as currently coordinated.	Director of Facilities Bill O'Brien and Building and Grounds Staff	Yes

Staff must wear gloves, surgical masks, and face shields when performing all cleaning activities.	Staff will wear gloves, surgical masks, and face shields when performing all cleaning activities.	Buildings and Grounds Staff	Yes
<u>Busing and Student Transportation</u>			
<u>Required</u>			
Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.	A secured caddy providing hand sanitizer and tissue will be mounted on each bus in the Manchester Community Schools fleet and will be available to all students as a part of their requirement for hand sanitizer use before entering the bus.	Director of Transportation Deb Heskett	Yes
The bus driver, staff, and all students in grades PreK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.	The bus driver, staff, and all students in grades Pre-Kindergarten through 12, if medically feasible, must wear facial coverings while on the bus.	Director of Transportation Deb Heskett and Manchester Community Schools Transportation Staff	Yes
Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.	Each of the Manchester Community Schools busses will be cleaned and disinfected before and after every transit route using the district-purchased disinfectant sprayer per the established schedule. Children will not be present when any vehicle is being cleaned.	Bus driver	Yes
Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) prior to morning routes and prior to afternoon routes.		Bus driver	Yes
Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.		Bus driver	Yes
Create a plan for getting students home safely if they are not allowed to board the vehicle.	The Manchester Community Schools Transportation Department will work with each of the Building Leadership and Main Office Teams in contacting families for students who are not allowed to board the vehicle.	Transportation Director	Yes
If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.	If any Manchester Community Schools student or staff member becomes sick during the school day, they will be prohibited from using the group transportation to return home and will follow all protocols for communication with families and pick-up.	Building Level Administration, Director of Transportation Deb Heskett, and Building Level Main Office Staff	Yes
Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.	Building Level Administration, Director of Transportation Deb Heskett, and Building Level Main Office Staff	Yes

Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.	Weather permitting, consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.	Transportation Staff	Yes
Medically Vulnerable Students and Staff (page 28)			
<u>Strongly Recommended</u>			
Systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.	Manchester Community Schools will continue to review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.	Per the District Special Education Director, District 504 Coordinator and Central Office Administration	Yes
Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	Create a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	Central Office Administration	Yes

Phase 5 Safety Protocols

Below are the protocols that Manchester Community Schools will follow when the region in which Manchester Community Schools is located is in **Phase 5** of the Michigan Safe Start Plan.

Protocol	District Implementation	Who is Responsible	Will Comply
Personal Protective Equipment			
<u>Strongly Recommended</u>			
Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.	Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or unable to remove the facial covering without assistance, should not wear a facial covering.	Office Personnel, Support Staff, Instructional Staff, Administration.	Yes
PreK-5 and special education teachers should consider wearing clear masks.	PreK-5 and special education teachers will consider wearing clear masks.	Instructional Staff	Yes
Homemade facial coverings should be washed daily.	Homemade facial coverings should be washed daily.	Office Personnel, Support Staff, Instructional Staff, Administration.	Yes
Disposable facial coverings should be disposed of at the end of each day.	Disposable facial coverings should be disposed of at the end of each day.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes

Facial coverings should always be worn in hallways and common areas by PreK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. If social distancing and cohorting are practiced and enforced, facial coverings for students in grades PreK-5 are encouraged but not required.	Facial coverings may be worn at the discretion of individual staff members and student/parent/guardian.	Office Personnel, Support Staff, Instructional Staff, Parent/Guardians, Administration, and All Students	
Homemade facial coverings should be washed daily.	Homemade facial coverings should be washed daily.	Office Personnel, Support Staff, Instructional Staff, Parent/Guardians, Administration, and All Students	Yes
Disposable facing coverings be disposed of at the end of each day.	Disposable facing coverings be disposed of at the end of each day.	Office Personnel, Support Staff, Instructional Staff, Parent/Guardians, Administration, and All Students	Yes
Hygiene			
Strongly Recommended			
Provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).	Manchester Community Schools will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).	Office Personnel, Support Staff, Buildings and Grounds, and Building Administration	Yes
Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.	Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.	Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.	Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Spacing, Movement, and Access			

<u>Recommended</u>			
Spacing is six feet between desks to the extent that it is feasible.	Spacing is six feet between desks to the extent that it is feasible.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
Class sizes should be kept to the level afforded by necessary spacing decisions.	Class sizes should be kept to the level afforded by necessary spacing decisions.	Building and Central Administration	Yes
In classrooms where tables are utilized, space students as far apart as feasible.	In classrooms where tables are utilized, space students as far apart as feasible.	Building Administration	Yes
Arrange all desks facing the same direction toward the front of the classroom.	Arrange all desks facing the same direction toward the front of the classroom.	Instructional Staff and Building Administration	Yes
Teachers should try to maintain six feet of spacing between themselves and students as much as possible.	Teachers should try to maintain six feet of spacing between themselves and students as much as possible.	Instructional Staff	Yes
Post signage to indicate proper social distancing.	Post signage to indicate proper social distancing.	Office Personnel	Yes
Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.	Floor tape or other markers should be used at six-foot intervals where line formation is anticipated.	Buildings and Grounds, Food Service Personnel	Yes
Provide social distancing floor/seating markings in waiting and reception areas.	Provide social distancing floor/seating markings in waiting and reception areas.	Office Personnel and Building Administration	Yes
Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	Continued posting of signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.	Office Personnel and Building Administration	Yes
Post signs on the doors of restrooms to indicate proper social distancing.	Continued posting of signs on the doors of restrooms to indicate proper social distancing.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	If a classroom has windows that can open, they should be open as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.	Instructional Staff and Building Administration	Yes
As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.	As able, schools should try to cohort groups of students to isolated hallways or areas that can be monitored for positive cases if there is a COVID-19 exposure.	Counseling Staff and Building Administration	Yes
As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	As able, "specials" (like art, music, and library) should be brought to the classrooms instead of having students move to different locations.	Specials Instructional Staff and Building Administration	Yes
Flow of foot traffic should be directed in only one direction, if possible. If one-way flow is not possible, hallways can be divided with either side following the same direction.	Clearly marked one-way directional signs in buildings.	Building and Central Administration	Yes
Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals should	Efforts should be made to keep six feet of distance between people in the hallways. Staggered movements at incremental intervals	Office Personnel, Support Staff, Instructional Staff,	Yes

be used if feasible to minimize the number of persons in the hallways as able.	should be used if feasible to minimize the number of persons in the hallways as able.	Administration and Students	
Have staff monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	Staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.	Office Personnel, Support Staff, Instructional Staff, and Administration	Yes
<u>Screening Students, Staff, and Guests</u>			
<u>Strongly Recommended</u>			
Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.	Continued use of the identified quarantine area in the main office of each of the buildings in the Manchester Community Schools.	Office Personnel and Building Administration	Yes
Students who become ill with symptoms of COVID-19 at school should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.	Students who become ill with symptoms of COVID-19 at school will continue to be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.	Office Personnel and Building Administration	Yes
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.	Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.	Manchester Community Schools Staff and the Washtenaw County Health Department	Yes
Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.	Entry protocols will continue to be monitored and strict records maintained.	Office Personnel	Yes
<u>Testing Protocols for Students and Staff and Responding to Positive Cases</u>			
<u>Strongly Recommended</u>			
Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.	Students who develop fever or become ill with symptoms of COVID-19 at school will continue to wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing.	Office Personnel, Support Staff, Instructional Staff, Parent/Guardians, Administration, Families, and All Students	Yes
Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing.	Staff who develop fever or become ill with symptoms of COVID-19 at school will continue to wear a mask and should be transported for off-site testing.	Manchester Community Schools Staff	Yes
Parents and guardians should 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.	Parents and guardians should 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.	Superintendent Bradley J. Bezeau	Yes

Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines.	Symptomatic students and staff sent home from school should 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 should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.	In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts will continue to be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.	Building and Central Administration	Yes
Responding to Positive Tests Among Staff and Student			
<u>Strongly Recommended</u>			
Notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.	Manchester Community Schools will continue to notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.	Central Administration	Yes
The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.	The Washtenaw County Health Department	Yes
Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.	Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.	The Manchester Community Schools and The Washtenaw County Health Department	Yes
Food Service, Gathering, and Extracurricular Activities			
<u>Strongly Recommended</u>			
Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	Face coverings to be worn by all foodservice employees while serving students.	Foodservice staff	Yes
Students, teachers, and cafeteria staff wash hands before and after every meal.	Foodservice staff comply with food service regulations and practice proper handwashing after each task and before and after service.	Foodservice staff	Yes
All gatherings, including those that occur outdoors (e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.			Yes
If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.			Yes

Athletics			
<u>Strongly Recommended</u>			
Indoor spectator events are 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.	Number of spectators limited/ Special tickets	Athletic Department	Yes
Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gatherings. Every participant should confirm that they are healthy and without any symptoms prior to any event.	Hand washing stations in the Gym/locker rooms	AD/Maintenance	Yes
All equipment must be disinfected before and after use.		Coaches	Yes
Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.		Bus Drivers	Yes
Each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.	Athletes must bring their own water bottle	Coaches	Yes
Cleaning			
<u>Strongly Recommended</u>			
Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA approved disinfectant or diluted bleach solution.			
Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.			
Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.			
Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.	Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.	Buildings and Grounds	Yes
Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.			
Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses such products.	Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff uses such products.	Buildings and Grounds Department	Yes
Busing and Student Transportation			
<u>Strongly Recommended</u>			

Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.	Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer should be supplied on the bus.	Bus Drivers	Yes
The bus driver, staff, and all students in grades PreK-12, if medically feasible, should wear facial coverings while on the bus.	The bus driver, staff, and all students in grades PreK-12, if medically feasible, should wear facial coverings while on the bus.	Bus Drivers and Manchester Community Schools Staff	Yes
Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.	Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.	Bus drivers	Yes
Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) prior to morning routes and prior to afternoon routes.	Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, armrests, door handles, seat belt buckles, light and air controls, doors, and windows, and grab handles) prior to morning routes and prior to afternoon routes.	Bus drivers	Yes
Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.	Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.	Bus drivers	Yes
Create a plan for getting students home safely if they are not allowed to board the vehicle.	Will continue the previously implemented plan in Phase 4 of the MI Safe Schools Return to School Roadmap	Manchester Community Schools Staff	Yes
If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.	Will continue the previously implemented non-transportation plan for ill students.	Office Personnel and Transportation Staff	Yes
If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.	Will continue the previously implemented plan in Phase 4 of the MI Safe Schools Return to School Roadmap	Transportation Staff	Yes
Medically Vulnerable Students and Staff			
<u>Strongly Recommended</u>			
Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.	Continued systematic review of all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and updating their care plans as needed to decrease their risk for exposure to COVID-19.	Special Education Department and Building 504 Coordinators	Yes
Create a process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	Continue the process for students/families and staff to self-identify as high risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.	Central and Building Administration	Yes

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the Manchester Community Schools Board of Education: 8/10/2020

Link to the Board Meeting Minutes: [Special Board of Education Meeting Minutes](#)

Link to the approved Plan posted on the Manchester Community Schools website: [Plan Submission Link](#)

The Preparedness Plan will be collected by the Washtenaw Intermediate School District 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 Manchester Community Schools public website home page no later than August 17, 2020.

Name of District Submitting Plan: Manchester Community Schools, Manchester, Michigan

Date Received by the ISD: 8/12/2020

Date Submitted to State Superintendent and State Treasurer: / /2020