

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan)

07/29/20

Name of District: Clinton County RESA Career Education - Career Connections

Address of District: 1013 South US 27, Suite A, St. Johns MI 48879

District Code Number: 19000

Web Address of the District: www.ccesa.org

Name of Intermediate School District: Clinton County RESA

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

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

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

Preparedness Plan Assurances

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

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

Preparedness Plan

When the employer of record requires a stricter protocol than the current MI Safe Start Phase, that protocol will be followed. Career Connections Programs consist of students from each of our six local school districts and in some cases, surrounding areas. Additionally, these programs are housed in four different locations: The CCRESA Administration Building, Ovid-Elsie High School, DeWitt High School, and St. Johns High School. Should any of those districts choose to offer online instruction only (thus not opening their building for face-to-face instruction, regardless of the MI Safe Start Phase), Career Connections Programs will be subject to the housing district's COVID-19 Procedures and Protocols. Currently, both Allied Health and Computer Security programs will be delivered in an online format for the Fall Semester, per Lansing Community College policy and procedure.

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.

CCRESA Career Education (Career Connections) will utilize and update the [Continuity of Learning Plan](#) as a foundation for remote instruction however, we have developed more stringent accountability methods for instructional services for our students. Instructors for our programs fall into one of the following categories: local district employee, postsecondary institution employee, CCRESA employee, or contracted employee. In each case, the expectations for the instructor will be consistent with the employer of record.

If possible, coursework will be delivered in a synchronous format, and student management systems/course delivery platforms will be used to track student attendance and academic progress, as well as social-emotional well-being. Attendance will be taken daily.

We have surveyed the appropriate stakeholders and worked closely with our local district Superintendents to determine how best to share resources for our Career and Technical Education (CTE) students. Devices, hotspots, software for programs, etc. will be supplied for any student who needs them to successfully complete their coursework.

When necessary, students will be provided with instructional materials through instructional packets, which can be delivered via our Career Education staff using CCRESA vehicles for transportation.

Courses will follow all governance provided by the Michigan Department of Education - Office of Career and Technical Education (OCTE) as it relates to virtual delivery of state-approved Career and Technical Education Programs. Resources shared through Career Education Planning District (CEPD) meetings, the OCTE website, and other statewide professional organizations will continue to be dispersed to our Career Connections Office and Instructional staff as appropriate.

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.

All expectations for staff and student facial coverings will be communicated via Infinite Campus and letters mailed to staff and students/parents prior to staff and student first days, respectively.

i) CCRESA Career Education works with partnering organizations (including but not limited to: local school districts in Clinton County, postsecondary institutions, and community organizations) to provide transportation to and from off-site classroom experiences.

CCRESA Career Education will follow the transportation guidelines outlined in the approved local school district COVID-19 Preparedness and Response Plan when coordinating transportation with the local school districts. For postsecondary institutions and community organizations, all protocols as laid out by those entities will be followed, provided it is at minimum consistent with local health department guidelines and the MI Safe Start Plan for K-12 Schools. In the event that the local health department and/or MI Safe Start Protocols are more stringent, they will instead be enforced.

ii) CCRESA Career Education programs serve high school juniors and seniors throughout the county. Therefore, all staff and students will be required to wear facial coverings when in indoor hallways and common areas unless they cannot medically tolerate the covering or are incapacitated or unable to remove the facial covering without assistance. Staff members requiring exemption will work with the Human Resources Department of their respective employer. Students will be expected to follow the protocol of their local district to receive an exemption from wearing a facial covering.

iii and iv)

All staff and students will also be required to wear facial coverings at all times when in classrooms unless they cannot medically tolerate the covering or are incapacitated or unable to remove the facial covering without assistance. If the program activities allow for students to be outdoors and properly socially distanced, facial coverings may be removed strictly for the duration of said activity only. Staff members requiring exemption will work with the Human Resources Department of their respective employer. Students will be expected to follow the protocol of their local district to receive an exemption from wearing a facial covering.

Because our students come to us from local districts, many will be provided with facial coverings from their sending school. In the event that a student or staff member does not already have their own facial covering, one will be provided for them. Disposable facial coverings will be disposed of daily. Students and staff will be directed to wash their cloth facial coverings daily.

v) CCRESA Career Education does not serve students in grades kindergarten through 5.

2. **Hygiene**

Please describe how you will implement the **requirements** for hygiene protocols

from the *Return to School Roadmap* (p. 22-23).

For CCRESA Career Connections Programs housed in one of our six local school districts, the local district COVID-19 Preparedness Plan will be followed as it relates to hygiene.

For CCRESA Career Connections Programs housed at the CCRESA Administration building, all teachers have appropriate handwashing stations located throughout the building. Additionally, hand sanitizer will be provided for intermittent needs. Furthermore, the CCRESA Administration provides hand sanitizing equipment for all students and staff throughout hallways and common spaces. Visual supports are also provided to reinforce handwashing techniques. All Career Connections instructors will be required to provide lessons on appropriate hand washing/hygiene techniques at the beginning of the school year. Appropriate sneezing and coughing etiquette will be taught through multiple means of delivery, including into the elbow or into a tissue.

CCRESA Operations and Career Connections staff will check and refill soap and hand sanitizers whenever necessary. CCRESA Career Connections students will be expected to engage in proper handwashing and/or use the provided hand sanitizer both at the beginning of class and at necessary times throughout the approximately 2 hour and 15 minute class period (due to coughing or sneezing, class activities which may require hand washing afterward, etc.).

Each student's personal items will be kept separate from others. To the extent possible, personal items and supplies will not be shared. There is an ample amount of hand washing stations throughout the school building in addition to the classroom hand sanitizing supplies.

3. **Cleaning**

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

For CCRESA Career Connections Programs housed in one of our six local school districts, the local district COVID-19 Preparedness Plan will be followed as it relates to cleaning.

For programs housed at the CCRESA Administration Building, to the extent possible, CCRESA Career Connections and Operations staff will increase facility cleaning and disinfect to limit exposure to COVID-19. Staff will clean frequently touched surfaces including light switches, doors, benches, bathrooms as necessary at least every 4 hours using an EPA- approved disinfectant or diluted bleach solution. CCRESA Career Education students spend the majority of their day in the same classroom. However, anytime a classroom uses another area in the building such as the computer lab or conference rooms, staff will clean the areas with an EPA- approved disinfectant or diluted bleach solution. Student desks will be wiped down as necessary at least every 4 hours with an EPA- approved disinfectant or diluted bleach solution. Staff will wear gloves, facial coverings, and a face shield when performing all cleaning activities.

4. **Athletics**

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

CCRESA Career Education does not offer athletics for students.

5. **Screening**

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

For CCRESA Career Connections Programs housed in one of our six local school districts, the local district COVID-19 Preparedness Plan will be followed as it relates to screening.

Administration has been in consistent contact with the local health department regarding protocols and will continue to implement required protocols for screening students and staff.

Staff should conduct daily self-examinations, including a temperature check and required screening questions, upon coming to work. Staff will designate a quarantine area and a staff person (Career Education Office staff member or classroom staff) to care for students who become ill at school. To the extent possible, students who become ill with symptoms of COVID-19 should be placed with a staff person to provide care in the designated quarantine area with a facial covering until the student can be picked up. CCRESA Career Education provides services to juniors and seniors throughout Clinton County, therefore all students will be asked to wear face coverings, unless they are not able to a) tolerate face coverings due to the nature of a disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) do not have the ability to place or remove a face covering without assistance.

Staff who are caring for the student will wear facial covering. ***Symptomatic students sent home from school should be kept home until they have tested negative or completely recovered according to CDC guidelines.*** Touchless thermometers have been purchased for screening to enter the CCRESA Administration Building, where 6 of our 12 programs are housed. Additionally, a QR code has been created for students to answer required screening questions. For those that cannot utilize the QR code, a paper log will be provided and will be required to be filled out. Students with a temperature 100.4 or greater or the presence of symptoms such as a cough or shortness of breath will not be allowed to enter the CCRESA Administration Building to attend their Career Connections Program. For programs housed at local districts, all student screening protocols apply to enter that local district and attend class.

Families/guardians will be notified should a student not pass the temperature check and/or health screening questions. Students will be expected to exit the building where their Career Connections program is housed, assuming student safety and acceptable transportation has been confirmed. If a student is required to exit a building rather than attend their Career Education program, Career Education Office Personnel will alert the local district administration to communicate further with the family/guardians and contact the Mid Michigan District Health Department if necessary. Families/guardians will be prompted to keep the student home if students exhibit a temperature 100.4 or greater. The presence of symptoms such as a cough or shortness of breath should also prompt families to keep the student home from school and to follow up with a primary care provider.

Families/guardians and in some cases, sending school districts, will provide facial coverings for themselves and their child. If families do not have the means to do so, the Career Education Department will provide masks to students who are able to wear the facial covering. Staff who are caring for the student will wear facial coverings.

For more information regarding staff screening protocol, view the [CCRESA COVID-19 Preparedness and Response Plan](#) that was prepared on June 1, 2020.

6. Testing

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

For CCRESA Career Connections Programs housed in one of our six local school districts, the local district COVID-19 Preparedness Plan will be followed as it relates to testing.

CCRESA Administrators are communicating and will cooperate with the local public health department regarding implementing protocols for screening students and staff. Students who develop a fever or become ill with COVID-19 symptoms at school should to the extent possible wear a mask and be transported by their parent/guardian, emergency contact, or ambulance if unstable for off-site testing. Career Education provides services to high school juniors and seniors throughout the county, therefore all students will be asked to wear face coverings, unless they are unable to a) tolerate face coverings due to the nature of a disability, or b) have a medical condition that does not allow for a face covering to be worn, or c) students do not have the ability to place or remove a face covering without assistance. Please review the above protocol for screening #5 for further information.

Staff will wear a mask unless medically unable to do so and transported for off-site testing.

Symptomatic students and staff should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines. Staff will notify families 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. Additionally, 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. Only students or staff who develop symptoms require testing for COVID-19.

For more information regarding staff testing protocol, view the [CCRESA COVID-19 Preparedness and Response Plan](#) that was prepared on June 1, 2020.

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).

CCRESA Career Education works with partnering organizations (including but not limited to: local school districts in Clinton County, postsecondary institutions, and community organizations) to provide transportation to and from off-site classroom experiences.

CCRESA Career Education will follow the transportation guidelines outlined in the approved local school district COVID-19 Preparedness and Response Plan when coordinating transportation with the local school districts. For postsecondary institutions and community organizations, all protocol as laid out by those entities will be followed, provided it is at minimum consistent with local health department guidelines.

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.

Staff and students will continue to follow the protocol identified for Phase 4 of the Michigan Safe Start Plan listed above per the Return to School Roadmap.

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*.

CCRESA Career Education will continue to utilize the recommended protocols from the Return to School Roadmap identified for Phase 4 of the Michigan Safe Start Plan in its Preparedness Plan.

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*.

CCRESA Career Education will continue to utilize the recommended protocols from the Return to School Roadmap identified for Phase 4 of the Michigan Safe Start Plan in its Preparedness Plan.

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**.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator: August 3rd, 2020

Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator: [Board Link CCRESA](#)

Link to the approved Plan posted on the District/PSA/nonpublic school website: [CCRESA Link: 2020-2021 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.

Name of District/PSA/Nonpublic Leader Submitting Plan: Clinton County RESA

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 3rd, 2020

Date Submitted to State Superintendent and State Treasurer: