

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan
Template)

Revised 7:00AM

08/3/20

Name of District: Berrien Regional Education Service Agency (RESA)

Address of District: PO Box 364, Berrien Springs, MI 49103

District Code Number: 11000

Web Address of the District: berrienresa.org

Name of Intermediate School District: Berrien RESA

Name of Authorizing Body (if applicable):

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

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.

- Teachers will be prepared to transition to remote learning by preparing packets/materials for a two-week time frame, should there be a need to return to Phase 3. The materials will include all IEP goals, adaptive skills, vocational skills, and specials, when applicable.
- A cohorting model will be used for our building programs. Students will meet in person every day, unless there is a necessary closure. Each program will follow their programs' hours outlined in the students' IEP. Schedules will be adjusted to minimize interactions outside of the cohorts.
- Specials: Specials will be scheduled taking into consideration that each classroom has individual time with music therapy, physical education, swim classes, etc. The Music Therapist, for example, will travel to classrooms and students remain in place. Classroom staff will follow cleaning protocol for each space at the end of each special.
- Lunch: Meals will be served to students in the classrooms following the scheduled serving time.
- Recess: Two cohorted classrooms will be scheduled for recess at a time. Staff supervise recess for their class. Pool: Adequate time will be provided for cleaning lockers before/after use. Students will use lockers that have been approved for use to promote social distancing.
- Each classroom will maintain a schedule of their day and post them inside and outside of the classroom, as well as have them maintained in the office.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated to students.
- Staff and/or school nurse will teach students about (and reinforce if needed):

- Proper handwashing
- How to stand 6 feet apart (Social Distancing)
- How to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- How to wear a face covering (may use videos provided by other educational resources)
- All students will be assessed within the first two weeks of school and again between 6-8 weeks to identify forgotten learning and determine need for recovery services. Recovery Plans will be developed to support the identified areas of need. Recovery Plans must be completed by 12/20/20.
- In-person instruction will utilize blended learning to develop routines and familiarity with resources that can be consistent in both face-to-face and remote settings.
- Classrooms will be organized to follow the social distancing requirements in the best manner possible. Student seating will be spaced out and attempt to have students face one direction.
- Signage will be placed on flooring to identify proper social distancing. Directional arrow signage will be placed throughout the hallways to assist with maintaining two-way traffic.
- Sharing school supplies will be limited. Center-based programs will work to provide individual materials for each student to support their education.
- There will be consistent use of Berrien RESA learning platforms across Berrien RESA classrooms. The combination of systems used may vary from classroom to classroom. (Google Classroom, Google Meet, Class Dojo, packets, etc.)
- Berrien RESA programs will incorporate rigorous instruction aligned with state standards, grade level content expectations, and IEP goals. Each program curriculum is addressed as follows:
 - Blossomland Learning Center will continue to utilize both the Michigan Merit Curriculum Extended Grade Level Content Expectations (EGLCE's) and the Addressing Unique Educational Needs for Students with Disabilities (AUEN) for their curricular needs. English Language Arts and Mathematics are currently aligned to the student's Individualized Education Program. Staff utilize curriculum Checklists that combined these for documentation of individual skills and resources, and to identify areas of need. Curriculum expectations and goals are included in each student's IEP.
 - The curricula that will continue to be implemented at Lighthouse Education Center are based on the State Content Grade Level Expectations. For English language arts, mathematics, science and social studies, the unit pre and post testing for the content area assist with implementation of the curricular material. The autistic impaired curricular material is assessed in regards to the MI Access and classroom measurements. There are no variances built into the Lighthouse general education curriculum. The autistic and emotionally impaired program provides for the individual students special and unique needs. Curriculum

expectations and goals are included in each student's Individualized Education Program (IEP).

- Inclusion in general education will continue with cohorting (e.g. same students and staff to specified classrooms; staff will wear masks; with hand hygiene and cleaning of high traffic areas.)
- Berrien RESA programs will incorporate social emotional learning (SEL) for students.
- Annual IEP/REED meetings will meet via Google Meet. Parents can also participate by telephone if they cannot access the video call.
- Ongoing progress monitoring to assess student progress and make instructional decisions will continue to take place in remote learning. Regular feedback will be provided to the student and their parents on the progress.

Early Childhood Education - GSRP (Great Start Readiness Program)

During Phase 1, 2 or 3 the Berrien RESA GSRP programs will continue to follow the learning plan that was submitted with the Berrien RESA's Continuity of Learning Plan in appendix 1 from the spring.

During Phase 4 & 5 the Berrien RESA GSRP programs that are operated by a LEA will follow their local district's Preparedness and Response Plan. These programs include:

11010 Benton Harbor Area Schools: Benton Harbor Area Schools GSRP Program

11903 Benton Harbor Charter School Academy: Benton Harbor Charter School

11240 Berrien Springs Public Schools: Sylvester

11310 Buchanan Community Schools: Buchanan Community Schools GSRP
Preschool

11210 Brandywine Community Schools: Brandywine Community Schools GSRP Preschool

11330 Coloma Community Schools: Coloma Community Schools GSRP Program

11250 Eau Claire Public Schools: Eau Claire Public Schools GSRP Program

11320 Watervliet School District: North Elementary GSRP

During Phase 4 & 5 the Berrien RESA GSRP programs that operate out of a Community-Based Organization will follow the RESA Preparedness and Response Plan. The Berrien RESA will follow the guidance provided by the State of Michigan.

These programs include:

11340 Immanuel Lutheran School (01826): Immanuel Early Childhood Development
Center

99000 The Children's Center Inc. (0259): The Children's Center

(Pending Number) YMCA of Greater Michiana: Niles-Buchanan YMCA

Early Childhood Education - Early On, Parents as Teachers & Great Start Collaborative/Great Start Coalition

During Phase 1, 2 or 3 the Berrien RESA GSRP programs will continue to follow the learning plan that was submitted with the Berrien RESA's Continuity of Learning Plan in the spring.

During Phase 4 & 5 the Berrien RESA programs will follow the guidance provided by the State of Michigan Home Visiting Guidance.

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.

The expectations for the wearing of face coverings and how to obtain clean face covering will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.

Face coverings will be ordered and provided to every student and staff member on a daily basis. There will be placed on buses and in the classrooms every evening.

- Face coverings will be turned in at the end of day (disposed for disposal or washed when fabric masks)
- Face coverings will be worn by staff at all times.
- Face coverings must be worn by PreK-12 students during transportation to and from school.
- Face coverings must always be worn in hallways and common areas by PreK-12 students in the building except for meals. [Wearing Mask](#).
- Face coverings must be worn in classrooms by all students grade 6-12.

- K-5 students will be with their same cohort group of classmates during the day and will NOT wear face coverings once they are situated in the classroom.
- Individuals (staff or students) who claim medical exemption will need to meet with the district Health Safety Team/Principal/School Nurse to provide rationale and documentation.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official and asked to put the face covering on. The instance will be documented as a log entry in PowerSchool.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator.
- Guests to the school building will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.

2. Hygiene

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

- Hand washing is always the preferred choice, however, when not possible, all schools and classrooms will be supplied with adequate hand sanitizer. Hand washing/sanitizer times throughout the day will be implemented including, but not limited to: entering/exiting the building, entering/exiting classrooms, before/after eating, before/after recess, before/after mask removal and touching the face, after handling shared objects and after coughing/sneezing/blowing nose. At a minimum students and teachers must have scheduled handwashing with soap and water every 2-3 hours. [Washing your hands.](#)
- Buildings will be provided with 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).
- The schedule will allow time to 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
- 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. [Proper Covering of Cough.](#)
- Systematically and frequently check and refill soap and hand sanitizers
- Limit sharing of personal items and supplies such as writing utensils.
- Buildings will keep students' personal items separate and in individually labeled cubbies, containers, or lockers.

- Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

3. Cleaning

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

- District Level Administrators and Building Operations will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations in the MI Safe Schools: Michigan 2020-21 Return to School Roadmap.
- Inventory of all cleaning supplies that are in compliance with the EPA-approved related to COVID will be monitored and orders taken in anticipation of increased cleaning.
- Frequently touched surfaces including light switches, doors, benches, bathrooms, will undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other high touch classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks will be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning, but using an EPA-approved disinfectant is unnecessary.
- 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.
- Staff will wear gloves, surgical mask, and 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).

- The district will follow MHSAA guidelines for athletics as well as any Executive Orders that apply and impact sport participation, competition, attendance, and spectator participation.

5. Screening

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

- The district will strictly follow the Berrien County Health Department recommendations relative to protocols for screening staff and students.

- The district will strictly follow the Berrien County Health Department recommendations relative to “isolation” and “quarantine.”
- The district will use <https://misymptomapp.state.mi.us/login> as a staff self-screener.

6. Testing

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

- The district will strictly follow the Berrien County Health Department recommendations relative to implementing protocols for screening students and staff (i.e. Symptoms list, quarantine, re-entrance, etc.).
- Internal notification of any positive cases at any building, level, or staff.

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).

- All students will be required to wear face coverings and use hand sanitizer before entering the bus.
- Parents will be expected to take their child's temperature before leaving the house, complete a symptom check before leaving the house and to withhold an ill student from riding the bus.
- If students live in the same residence, those students will be required to sit together in the same seat on the bus.
- When students enter the school bus, they will load the bus from the rear to the front of the bus and unload the school bus from the front of the bus to the back (similar to some airlines).
- Students must stay in their seats and not change seats.
- Buses/vans will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned. Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes. Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a student becomes sick during the day, they 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.
- Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. 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.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

The district has decided to maintain all policies and procedures that are stated in Phase 4 of the Michigan Safe Start Plan.

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.

- District will space students as far apart as feasible, throughout the school day.
- District will not allow visitors (past office) except in extenuating circumstances.
- Anyone entering the building must be wearing a face covering and sanitize hands.
- Off-site field trips that require bus transportation to indoor locations are suspended.
- Suspend all off-site field trips that require bus transportation to outdoor locations, unless it is the only way that curriculum can be applied and social distancing of six feet can be followed.
- Encourage all clubs to meet virtually or outside.

2. Indicate which highly recommended protocols from the Return to School Roadmap the district will not include in its Preparedness Plan when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

The district will maintain all policies and procedures that are stated in Phase 4 of Michigan Safe Start Plan thus incorporating highly recommended recommendations from Phase 5.

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.

None.

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:

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

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

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:

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

Date Submitted to State Superintendent and State Treasurer: