



# YCS COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

07/09/20

**Name of District:** [Ypsilanti Community Schools](#)

**Address of District:** [1885 Packard Rd, Ypsilanti, MI 48197](#)

**District Code Number:** [81020](#)

**Web Address of the District:** [YCSCHOOLS.US](#)

**Name of Intermediate School District:** [Washtenaw Intermediate School District](#)

**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.

At YCS, our 2020-21 Task Force Action Team met throughout the 2019-20 school year on a weekly basis to discuss, brainstorm, co-create, design and recommend the decisions recommended in the attached [2020-21 Continuity of Learning Plan](#) that will be implemented during Phases 1-3 as required and 4 if our families are not ready for their children to return to school. As a result we are committed in putting into immediate effect the following policies, procedures, and guidelines in place to ensure the safety, social-emotional, and academic needs of all YCS students, staff, and community during the 2020-21 school year.

- [YCS Phases 1-3 @ a Glance](#)
- [Return to School Town Hall Meeting](#)
- [YCS 2020-21 Return to School Revised](#)
- [YCS 2020-21 Return to School Plan Google Slide Presentation](#)
- [YCS K-12 Instructional Models](#)
- [YCS K-12 Priority Standards](#)
- [Preschool Priority Standards](#)
- [Flipped Classroom Model](#)
- [YCS THE LAB SCHOOL](#)
- [Child Care COVID-19 Response & Preparedness Plan](#)

- 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.

At YCS, we are requiring the daily use of the following **Personal Protection Equipment (PPE)** to be worn by our students and staff in order to mitigate a surge of Covid-19 at the building level. As a result we are committed to implementing the following policies, procedures, and guidelines in place to ensure the safety of all of our students, staff, and community during the 2020-21 school year.

**During School Hours: (Required)**

- All YCS staff is required to wear a face covering at all times, except when eating meals.
- Any staff that cannot medically tolerate a facial covering, is incapacitated or is unable to remove the facial covering without assistance will not wear a facial covering.
- PreK-5 and special education teachers will wear a clear mask purchased by the district.
- Homemade facial coverings worn by all other staff must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

**Transportation: (Required)**

- All PreK-12 YCS students, staff, and bus drivers must wear a facial covering during all school district transportation. Any student that cannot medically tolerate a facial covering, is incapacitated, or is unable to remove the facial covering without assistance will not wear a facial covering on the school bus. All others will be required to do so.

**Hallways & Common Areas: (Required)**

- Facial coverings will always be worn by preK-12 students and adults in our hallways and common areas, except during meals.

**Classrooms: (Required)**

- All YCS students in **grades 6-12** must wear a facial covering in their classrooms and throughout the building.
- All YCS students in **grades PreK-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. Facial coverings must be worn in hallways or common areas.

**Classrooms: (Strongly Recommended)**

- All YCS students in **preschool** and students with **special needs** 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. Facial coverings must be worn in hallways or common areas.
- Facial coverings will not be required for **students 2 to 4 years of age** while in their classroom.

**Other: (Strongly Recommended)**

- Students with significant disabilities preventing the use of facial coverings are referred to forthcoming guidance from MDE.

[YCS Phase 4 @ a Glance](#)  
[Child Care COVID-19 Response & Preparedness Plan](#)

**2. Hygiene**

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

At YCS, we are requiring the following **Hygiene Practices** in order to mitigate a surge of Covid-19 at the building level. As a result we are committed to implementing the following policies, procedures, and guidelines in place to ensure the safety of all of our students, staff, and community during the 2020-21 school year.

**Custodial Responsibilities: (Required)**

- YCS 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, and tissue).

**Custodial Responsibilities: (Strongly Recommended)**

- Proper hand washing techniques signs will be posted in all YCS bathrooms.
- All YCS building custodians will systematically and frequently check and refill soap and hand sanitizers throughout the day.

**Teachers: (Required)**

- YCS teachers will teach and reinforce hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Students and teachers must have scheduled hand washing with soap and water every 2-3 hours.

**Teachers: (Strongly Recommended)**

- All YCS teachers will educate 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.
- YCS teachers will limit any sharing of personal items and supplies such as writing utensils.
- YCS teachers must keep students' personal items separate and in individually labeled cubbies, containers, or lockers.
- YCS teachers will limit use of classroom materials to small groups and disinfect between uses or provide adequate supplies to assign for individual student use.

[YCS Phase 4 @ a Glance](#)  
[Child Care COVID-19 Response & Preparedness Plan](#)

### 3. **Cleaning**

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

At YCS, we are requiring the following **Cleaning Practices** in order to mitigate a surge of Covid-19 at the building level. As a result we are committed to implementing the following policies, procedures, and guidelines in place to ensure the safety of all of our students, staff, and community during the 2020-21 school year.

**District & Building Custodians: (Required)**

- All 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.
- All YCS 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.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- All YCS playground structures must continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary.

- Custodians must 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 products.
- Custodial staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

[YCS Phase 4 @ a Glance](#)  
[Child Care COVID-19 Response & Preparedness Plan](#)

#### 4. Athletics

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

At YCS, we are requiring the following **Athletics Safety Practices** in order to mitigate a surge of Covid-19 at the building level. As a result we are committed to implementing the following policies, procedures, and guidelines in place to ensure the safety of all of our students, staff, and community during the 2020-21 school year.

**Director of Athletics and Coaches: (Required)**

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

**Hygiene and Safe Health Practices: (Required)**

- All YCS students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event.
- Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur.

**Cleaning and Sterilization of Equipment: (Required)**

- All equipment must be disinfected before and after use.
- 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 of the Handbook.

**Spectators Responsibilities: (Required)**

- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Special attention must be given to entry and exit points to prevent crowding.

**Indoor Activities: (Required)**

- Indoors weight rooms and physical conditioning activities that require shared equipment are suspended at YCS.
- Large-scale indoor spectator events at YCS are suspended.

**Outdoor Activities: (Required)**

- Outdoor physical conditioning activities are allowed while maintaining social distancing.
- Large-scale outdoor spectator or stadium events are limited to 100 people at YCS, and people not part of the same household must maintain six feet of distance from one another.

## [Child Care COVID-19 Response & Preparedness Plan](#)

### 5. Screening

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

At YCS, we are requiring the following **Screening Safety Practices** in order to mitigate a surge of Covid-19 at the building level. As a result we are committed to implementing the following policies, procedures, and guidelines in place to ensure the safety of all of our students, staff, and community during the 2020-21 school year.

#### **District and YCS Schools: (Required)**

- YCS will cooperate with the Washtenaw County Public Health Department regarding implementing protocols for screening students and staff.

#### **District and YCS Schools: (Strongly Recommended)**

- All YCS schools will identify and designate a quarantine area and a staff person to care for students who become ill at school.

#### **Students Ill with Symptoms: (Strongly Recommended)**

- Any YCS students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up by their parent/guardian. The 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.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

#### **District Staff: (Strongly Recommended)**

- YCS staff will 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.
- An electronic monitoring form for screening employees will be developed and provided to all YCS Building-Level Leaders.

#### **Families Responsibilities: (Recommended)**

- Our 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 will have to stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Our 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.

[YCS Phase 4 @ a Glance](#)  
[Child Care COVID-19 Response & Preparedness Plan](#)

### 6. Testing

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



At YCS, we are requiring the following **Testing Protocols** and safety practices in order to mitigate a surge of Covid-19 at the building level. As a result we are committed to implementing the following policies, procedures, and guidelines in place to ensure the safety of all of our students, staff, and community during the 2020-21 school year.

**District and YCS Schools: (Required)**

- All YCS schools will cooperate with the Washtenaw Public Health Department regarding implementing protocols for screening students and staff.

**District and YCS Schools: (Strongly Recommended)**

- YCS students who develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- YCS staff that develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be transported for off-site testing.
- YCS symptomatic students and staff sent home from school must stay at home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- YCS 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.
- 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.

**Parents: (Recommended)**

- YCS 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.
- YCS 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.

**How YCS will Respond to Positive Tests Among Staff and Students**

**District and YCS Schools: (Required)**

- All YCS schools must cooperate with the Washtenaw County 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.

**District and YCS Schools: (Strongly Recommended)**

- Building-Level Leaders will notify the Director of Human Resources who will then notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the American with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Director of Human Resources will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).

- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. The Director of Human Resources and/or the Washtenaw County Public Health Department will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

**Washtenaw County Public Health Department: (Strongly Recommended)**

- The Washtenaw County Public 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.

**Custodians: (Strongly Recommended)**

- Custodial staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.
- If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

[YCS Phase 4 @ a Glance](#)  
[Child Care COVID-19 Response & Preparedness Plan](#)

**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).

At YCS, we are requiring the following **Busing and Student Transportation Safety Practices** in order to mitigate a surge of Covid-19 at the building level. As a result we are committed to implementing the following policies, procedures, and guidelines in place to ensure the safety of all of our students, staff, and community during the 2020-21 school year.

**Bus Aides: (Required)**

- All YCS students will be required to use hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- YCS bus drivers, 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.
- Bus Attendants are responsible for cleaning and disinfecting transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- Cleaning and disinfecting 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.
- Cleaning, sanitizing, and disinfecting equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

**Bus Drivers and Bus Aides: (Required)**

- 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 YCS will consider keeping windows open while the vehicle is in motion to help reduce the spread of the virus by increasing air circulation, if appropriate and safe.

**Building-Level Leaders: (Required)**

- Every YCS Building-Level Leader will create a plan for getting students home safely if they are not allowed to board the school bus.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined by the District.

[YCS Phase 4 @ a Glance](#)  
[Child Care COVID-19 Response & Preparedness Plan](#)

- C. 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*.

At YCS, we are requiring the following **Phase 5 Highly Recommended Protocols** from the Return to School Roadmap in order to mitigate a surge of Covid-19 at the building level. As a result we are committed to implementing the following policies, procedures, and guidelines in place to ensure the safety of all of our students, staff, and community during the 2020-21 school year during the 2020-21 school year.

**Personal Protective Equipment (PPE)**

**During School Hours: (Strongly Recommended)**

- All YCS staff should wear a face covering at all times, except when eating meals.
- Any staff that cannot medically tolerate a facial covering, is incapacitated or is unable to remove the facial covering without assistance will not wear a facial covering.
- PreK-5 and special education teachers will wear a clear mask purchased by the district.
- Homemade facial coverings worn by all other staff must be washed daily.
- Disposable facial coverings must be disposed of at the end of each day.

**Transportation: (Strongly Recommended)**

- All PreK-12 YCS students, staff, and bus drivers should wear a facial covering during all school district transportation. Any student that cannot medically tolerate a facial covering, is incapacitated, or is unable to remove the facial covering without assistance will not wear a facial covering on the school bus. All others will be required to do so.

**Hygiene**

**Custodial Responsibilities: (Strongly Recommended)**

- YCS 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, and tissue).
- Proper hand washing techniques signs will be posted in all YCS bathrooms.

**Teachers: (Strongly Recommended)**

- YCS teachers will teach and reinforce hand washing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol. Students and teachers must have scheduled hand washing with soap and water every 2-3 hours.
- All YCS teachers will educate 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.

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

### **District and YCS Schools: (Strongly Recommended)**

- YCS will cooperate with the Washtenaw County Public Health Department regarding implementing protocols for screening students and staff.
- All YCS schools will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.

### **Students Ill with Symptoms: (Strongly Recommended)**

- Any YCS students who become ill with symptoms of COVID-19 will be placed in an identified quarantine area with a surgical mask in place until they can be picked up by their parent/guardian. The 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.
- Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

### **Families Responsibilities: (Strongly Recommended)**

- Our 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 will have to stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- Our 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.
- Any parents or guardians entering the building should wash or sanitize hands prior to entry.
- The parents or guardians of any YCS student are not allowed in the school building except under extenuating circumstances as determined by school officials. Only one parent or guardian per child should be allowed to enter except under extenuating circumstances as determined by school officials.
- Entrances and exits should be kept separate to keep traffic moving in a single direction.

## **Testing Protocols for Students and Staff and Responding to Positive Cases**

### **District and YCS Schools: (Strongly Recommended)**

- All YCS schools will cooperate with the Washtenaw Public Health Department regarding implementing protocols for screening students and staff.
- YCS students who develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- YCS staff that develop a fever or become ill with COVID-19 symptoms at school will be required to wear a mask and be transported for off-site testing.
- YCS symptomatic students and staff sent home from school will have to be kept at home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- YCS 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.
- 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.

## Responding to Positive Tests Among Staff and Students

### **District and YCS Schools: (Strongly Recommended)**

- Building-Level Leaders will notify the Director of Human Resources who will then notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the American with Disabilities Act (ADA) and other applicable federal and state privacy laws.
- The Director of Human Resources will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test).
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. The Director of Human Resources and/or the Washtenaw County Public Health Department will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

### **Washtenaw County Public Health Department: (Strongly Recommended)**

- The Washtenaw County Public 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.

## Food Service, Gathering, and Extracurricular Activities

### **Large Group Gatherings: (Strongly Recommended)**

- 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.
- If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

### **Food Service Staff Responsibilities: (Strongly Recommended)**

- All serving and cafeteria staff at YCS will use barrier protection including gloves, face shields, and surgical masks.
- Students, teachers, and food service staff are required to wash hands before and after every meal.

### **Director of Athletics and Coaches: (Strongly Recommended)**

- The Director of Athletics and Coaches will ensure that all indoor spectator events are limited to 50 people.
- The Director of Athletics and Coaches will ensure that 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.
- The Director of Athletics and Coaches will work with the Director of Transportation to ensure that buses are cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.
- The Director of Athletics and Coaches will ensure that each participant should use a clearly marked water bottle for individual use. There should be no sharing of this equipment.
- The Director of Athletics and Coaches will ensure that indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained while indoors and sharing equipment should be avoided.
- The Director of Athletics and Coaches will ensure that handshakes, fist bumps, and other unnecessary contact should not occur.

## Cleaning

### **District & Building Custodians: (Strongly Recommended)**

- All 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.
- All YCS 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.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- All YCS playground structures must continue to undergo normal routine cleaning, but using an EPA- approved disinfectant is unnecessary.
- Custodians must 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 products.
- Custodial staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.
- All YCS athletic equipment will be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.

## Busing and Student Transportation

### **Bus Aides: (Strongly Recommended)**

- All YCS students will be required to use hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus.
- YCS bus drivers, 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.
- Bus Attendants are responsible for cleaning and disinfecting transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned.
- Cleaning and disinfecting 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.
- Cleaning, sanitizing, and disinfecting equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.

### **Bus Drivers and Bus Aides: (Strongly Recommended)**

- If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.

### **Building-Level Leaders: (Strongly Recommended)**

- Every YCS Building-Level Leader will create a plan for getting students home safely if they are not allowed to board the school bus.
- If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined by the District.

## Medically Vulnerable Students and Staff

### **Executive Cabinet: (Strongly Recommended)**

- YCS will 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.

- YCS will 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.

### Transportation

#### Director of Transportation: **(Strongly Recommended)**

- The Director of Transportation will inventory buses, contractors, including any vehicles used to transport student to/from school or to other school events, and students riding buses. Address questions, such as: How many buses are or could be made available in the district? How much variation is there in the size and maximum capacity of buses in the district? How have the buses been currently or historically used (i.e., transportation to/ from school, transportation for multiple schools, athletic events, food service delivery)?
- The Director of Transportation will determine how many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers? Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes). Inventory bus drivers to understand the extent of high-risk populations. Finalize bus procedures for bus drivers and students that are informed by public health protocols. Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.
- The Director of Transportation will support schools in assessing student arrival protocols. This should include how students arrive at and depart from school (e.g., school bus, dropped off via car, drive themselves, walk, public transportation).

[YCS Phase 4 @ a Glance](#)  
[Child Care COVID-19 Response & 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*.

The Only **Strongly Recommended** Safety Measure in **Phase 5** that YCS has decided not to include is securing **Portable Handwashing Stations** in hallways. On the other hand, we will install hand sanitizing stations throughout the school building to ensure that our students and staff are safe.

[YCS Phase 5 @ a Glance](#)

[YCS Phase 6 @ a Glance](#)

[Child Care COVID-19 Response & 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**.

The **Only Strongly Recommended** Safety Measure in **Phase 4** that YCS has decided not to include is securing **Portable Handwashing Stations** in hallways. On the other hand, we will install hand sanitizing stations throughout the school building to ensure that our students and staff are safe.

## 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:**

**July 20, 2020**

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

**[Board Meeting Minutes](#)**

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

**[www.ycschools.us](http://www.ycschools.us)**

*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: [Alena Zachery-Ross, Ypsilanti Community Schools Superintendent - azacheryross7@ycschools.us](#)**

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

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