

Benzie Central Schools COVID-19 Preparedness and Response Plan



Benzie County Central Schools
9300 Homestead Road, Benzonia, MI 49616
District Code Number: 10015
Web: <https://www.benzieschools.net>
Name of Intermediate School District: Traverse Bay Area Intermediate (TBAISD)



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Preparedness Plan Introduction

Benzie County Central Schools Team Members | The following people have contributed to the thinking and guidance in many different ways to the development of the Preparedness and Response plan and the Continuity of Learning Plan. Thank you all for your leadership, collaborative spirit, dedication and expertise.

Traverse Bay Intermediate School District

Superintendent: Dr. Nick Ceglerak

Associate Superintendent: Matt Olson, Carol Greilick, Pat Lamb

School Board Members: Brian Childs, Nicki Brown, Stephanie Johnston, Scott Gray, Chris Noffsinger, Lori Cota Hill, Amber Pomper.

Interim Superintendent: David Clasen

Central Office Members: Michele Murray, Catina Crossman and Jennifer Mitchell

District Impact Team (DIT): Amber Wilson, Amiee Erfourth, Brooke Capser, Cindy Hunt, Larry Haughn, Michele Murray, Stephanie Johnston, Steve Graetz, Rick Vandermolten, Wendy Kalush, Kim O'Connor, Brooke Laurent, David Clasen

Building Impact Team (BIT):

Betsie Valley: Sharyl Corey, Steve Cox, Mark Wassa, Asa Kelly, Sandy Magnan, Kim Gramzow, Amiee Erfourth

Crystal Lake: Courtney Noffsinger, Caribe McClellan, Kyle Ross, Nancy Reed, Anne Clark, Susan Dameron, Michaela MacGirr, Brooke Capser

Lake Ann: Greta Lyons, Peter Milne, Allie Pfeuffer, Sarah Dodge, Amber Wilson, Larry Haughn

High/Middle School: Steve Graetz, Michael Hammar, Cheryl Smith, Emily Burrus, Amy Jass, Winona Roper, Wendy Kalush

Community Leaders and Outside Organizations: Rick Vandermolten (TBAISD Implementation Facilitator), Michelle Klein (Benzie/Leelanau District Health Department)

Association Leaders: Mike Zielinski Maintenance Director, Guy Sauer Transportation Director and Lisa Purchase Chartwell

This plan is designed to be **simple, feasible, and flexible** for families, stakeholders, and Benzie Central Schools employees to understand and implement. There is no one-size-fits-all solution. BCCS has worked with an expert team of teachers and administrators, the Benzie/Leelanau District Health Department, Traverse Bay Area Intermediate School District Support Staff, and surrounding district leaders to develop our Preparedness Plan.

This plan contains assurances and general protocols that will be followed as long as the plan is necessary and/or required. Each assurance and protocol may look different depending on circumstances and may be more complex than can be clearly detailed in this document. The development of this plan is guided by the belief the Benzie Central Schools community wants to be informed on what is happening and also wants a plan that is manageable. If questions arise about specifics, please do not hesitate to reach out to your classroom teachers or school administrative staff members for clarification. Community feedback is welcome and greatly appreciated. As you read through this plan, please keep in mind that we are all in this together and there are many potential situations and contingencies that lie outside of our control. Finally, this is a living document. As the virus and our understanding of it changes, this plan will change. Please prepare for that possibility in the months ahead.

Process for Plan Development and Approval

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)

Administrative team members have participated in multiple meetings with Governor Whitmer and with State Legislators including Senator Schmidt, Senator Vanderwall, and State Representative Jack O'Malley. Interim Superintendent David Clasen also served on the TBAISD planning committee for the 2020-2021 school year. The district has received meaningful collaborations and feedback from the Benzie/Leelanau Health Department, Lisa Peacock and Michelle Klein. With input from our Building Impact Teams, staff and administrator support staff and students and the community, our team worked collaboratively to develop the plan from July 1 to August 10.

The Preparedness Plan will be shared with the Benzie Central Board of Education on August 10. Once the Preparedness Plan has been approved it will be submitted to the Intermediate School District for public school districts for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, the Benzie Preparedness Plan will be posted on the district's website (www.benzieschools.net) home page no later than August 11, 2020. If the need arises to revise this plan due to Executive Order, changes in State/Federal Law, BCCS Board Policy, and/or to resolve an issue that is raised by a student, staff member, or community, we will do so through the appropriate process.

MI Safe Schools

On June 30, 2020, Governor Whitmer released the State of Michigan’s MI Safe Schools Plan – also commonly referred to as the Return to School plan or Roadmap. The MI Safe Schools Plan is fundamentally guided by the MI Safe Start Plan and its subsequent phases. Below is a modified version of the MI Safe Start Plan graphic showing the correlation to the MI Safe Schools Plan:

1 Uncontrolled growth	2 Persistent spread	3 Flattening	4 Improving	5 Containing	6 Post-pandemic
Remote Learning	Remote Learning	Remote Learning	In-Person Learning	In-Person Learning	In-Person Learning
Similar to how 2019-20 ended.	Similar to how 2019-20 ended.	Similar to how 2019-20 ended.	Stringent Required Safety Protocols	Moderate Required Safety Protocols	Essentially back to old normal.
Same plan with tweaks	Same plan with tweaks	Same plan with tweaks	New plan required	Plan with more district choice	No plan needed

If our region, Region 6 or Traverse City Region, is in MI Safe Start Phase 1, 2, or 3, we are required to close the school building and return to remote learning. If our region is in Phase 4 or 5, the school building is open (we are in Phase 5 as of July 23, 2020). The MI Safe Schools Plan and Executive Order 2020-142 requires the district to create three plans for reopening in the fall. The first plan is for Phases 1, 2, and 3 and is a modified version of our Continuity of Learning (COL) Plan created in the Spring of 2020 for the remainder of the 2019-20 school year. Phase 4 requires a plan with strict, non-negotiable requirements. Phase 5 requires a plan with most of the same requirements as Phase 4 with the terminology switched from “Required” to “Strongly Recommended.” Any Strongly Recommended item that is not included in this plan must be identified and addressed in this plan. No plan is required for Phase 6.

Preparedness Plan Assurances

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

- ✓ BCCS 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).
- ✓ BCCS 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.

- ✓ BCCS 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.
- ✓ BCCS 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.
- ✓ BCCS 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.
- ✓ BCCS 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.
- ✓ BCCS 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.
- ✓ BCCS 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.
- ✓ BCCS 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.
- ✓ BCCS 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.

Benzie Central 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.

District and Building Implementation Plan: Phase 1-3

- Benzie Central will be utilizing online - combo (synchronous and asynchronous) a distance learning model of instruction using platforms such as OTUS, Google classroom, Class Dojo, Edgenuity and other similar platforms to communicate and facilitate online instruction. Each student (k-12) will receive a Chromebook at the beginning of the year to help access Benzie Central's distance model of online instruction. Online instruction will be facilitated directly by staff members with planning and collaboration on best practices taking place across buildings, the district, and the region.
- Hard copy packets will be available on a regular basis for families unable to access online instruction. Packets will be directly mailed to families by request or may be picked up at the school by appointment. Ultimately, this blended approach is the best option given our unique geography and limitations from an infrastructure and economic standpoint in our district. Other materials such as paper/pencils/crayons will be made available to families that do not have them.
- Benzie Central Schools is a Blueprint district and has employed the Building Network concept. Each building has a Building Impact Team which will be responsible for creating systems for ongoing outreach and communications with each student in their charge. Plans will utilize available staff and resources including virtual office hours, teleconferencing, phone calls, email, U.S. mail, and other outreach as available and appropriate. Plans will require that each student is contacted at least 1-2 times each week to ensure ongoing support. This is in line with our Intensive Student Support Network system to assure we are meeting the non-academic needs of students along with their academic needs.
- We recognize that students continue to have unique needs and may require different approaches in instruction. All staff members will establish an online presence (if one is not already established) to facilitate ongoing communication with students and families. OTUS, in conjunction with other established outlets, is acceptable as well. When students are unable to access online materials, hard-copy options made available via mail or through the home delivery system set up for meal delivery. Staff will continue to be cognizant of the need to provide differentiated instruction where possible to best meet the individual needs of their students in this environment.
- The district will rely on our outreach to continually assess how students progress. Staff will continue to maintain academic records and track assignment completion. We will utilize our outreach systems to keep working with students and families, to keep students up to date on assignments, provide support and encouragement, and ultimately closely monitor student engagement, with a focus on re-engaging those who are falling off in participation.

- Benzie Central Schools began with regional collaboration to develop the framework of the plan along with leaders in neighboring school districts in our intermediate school district region. Upon developing a plan framework, it was then presented to our District Impact Team for feedback and then to our Building Impact Teams for review. We are a Blueprint District, and our District Impact Team consists of district and building administrators and has representation from our Board of Education and our teaching staff / association as well. All stakeholders had input in the development of the plan.
- Our school district has a robust presence on social media and also employs a school messenger system for mass emails and phone calls to our district, staff, and greater community. The learning plan will be posted on our website and available for public view. In addition, the superintendent and building principals will address highlights and important aspects of the plan in regular, multiple communications with staff, students, and community using a variety of methods.
- Counseling staff continue to be available to our students in these programs and may be contacted through simply filling out a short form / survey available online and linked to our webpage. Regular teaching staff, including homeroom teachers, may also be resources in these circumstances. Finally, our partner institutions have available staff and support online to which we can direct those students. The district also will follow guidance and direction of the TBAISD Career Tech Center to assist and support students in completing their programs.
- BCCS will utilize the Continuity of Learning plan to address how the district will continue to provide or arrange for food distribution to eligible pupils. Chartwells has developed these procedures and protocols that have successfully provided a robust distribution program.

Phase 4

- 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 of the Roadmap)

- 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.

All staff and all students in grades PreK-12 when on a school bus.

- Face masks will be worn by all adult staff when on the bus.
- Students also will be required to wear masks.
- Expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all district-to-parent communications, all handbooks, all student orientations, and all staff orientations.
- Students, staff, and parents will be required to watch a safety video on the wearing of face

masks and the expectations for mask maintenance. Students, staff, and parents will sign off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. [How to Wear Your Mask](#) | [CDC Wear your Mask Correctly](#)

- Building, grounds, and transportation signage will be prominent throughout all school facilities and will clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Fabric face coverings will be worn home and will be the responsibility of the family member to clean, disinfect, and return to school each day with the mask. Fabric masks can be hand washed with dish soap and air-dried.
- Individuals (staff or students) who claim medical exemption will need to provide written medical documentation to the Administration to provide a rationale. This requirement begins on the first day of school. Exempted individuals will be recorded in a master database indicating this exemption.
- Basic face masks will be ordered and provided to every student and staff member as needed. Additional masks will be placed on buses and in the classrooms.

All staff and all students in grades PreK-12 when in indoor hallways and common areas.

- Students will be required to wear masks while in hallways and common areas.
- Staff will be required to wear masks while in hallways and common areas.
- Plexiglass is installed in all offices.
- Signs on floors will provide traffic flows if applicable.
- Meals will be eaten in both cafeteria and designated classrooms to allow for social distancing.

Classrooms Prek-12

- PreK-5 students will not be required to wear a face-covering once they are situated in the classroom.
- 6-12 Students will be required to wear a face-covering.¹
- Students who are NOT medically exempt from 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 (teacher, paraprofessional, administrator, school safety staff, playground aide, etc.). The instance will be documented as a log entry in PowerSchool.
- Students showing patterns of non-compliance will be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continued removals from the school building will result in permanent placement into remote instruction and the student could be restricted from coming to the

¹ Revised 8/12/2020

school site.

- Staff who are NOT medically-exempt from wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including possible termination.
- Pre-arranged guests who do NOT come to the school building with their own mask (presenters, substitute teachers, etc) will be issued a basic face mask upon entering the building and will be instructed to wear the face-covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review.

2. Hygiene

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

- All PreK through 5th-grade classes will have handwashing sinks available for students and staff.
- The district buildings will also be supplied with fixed or portable sanitation stations as needed.
- Supplies in the classroom (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each BIT will provide a classroom/school building hygiene protocol. It will include;
 - Hand-washing/sanitation schedule
 - Room and materials cleaning schedule, limit sharing of classroom materials
- Teachers will teach the following to students on the first day of school and reinforce as needed (this may be done via video and communicated to families).
 - Proper handwashing
 - How to cough and sneeze into their elbows, or how to cover with a tissue and dispose of it in the trash
- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues by September 8, November 20, February 20, and May 20
 - Post signage related to cleaning and hygiene strategies in each restroom, and throughout the hallways by September 8.
 - Monitor hygiene supplies and refill as needed three times daily

- Procure hand sanitizing stations as deemed necessary during walk-through with the building leader by September 8.
- Sharing school supplies should be limited, and it is suggested each student supply his or her own container for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course through the course syllabus.
- Lockers: Create a protocol, when possible, for locker access to better follow social distancing
 - Locker handles will be cleaned nightly.

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 staff will meet to review all guidance related to cleaning and disinfecting of buildings and to review the Building Operations information in the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.
- An inventory of all cleaning supplies that are EPA-compliant and related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that can hold materials for usage in different areas of the campus.
- All classrooms will be provided spray bottles with EPA-approved disinfectant, paper towels, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask, and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building to wipe all high-frequency usage areas at 7:00 a.m., 10:00 a.m., 1:00 p.m., and 4:00 p.m., as well as following any evening activities in the building. Staff will note the time and date and their initials on a chart that is kept daily.
- All special classrooms (i.e. art, music, gym and media centers) will have EPA-approved cleaning supplies stored in the classroom away from students. To the extent possible, all specials at the elementary level will be taught in classrooms to minimize transitions and movements throughout the buildings. The teacher of record for the area will wipe down all frequently used materials after each class has exited with an EPA-approved disinfectant or diluted bleach solution. This will occur prior to the entrance of the next class.

- Classroom teachers will work with Administration, Support Staff, and Custodial Staff to wipe down the students' desks every time students exit the room at the elementary or after every period at the secondary level with an EPA-approved disinfectant. Locked storage units with ventilation for cleaning materials will be available for all staff as needed. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will be cleaned routinely.
- A training on cleaning materials and protocols will be provided to the staff through a meeting during the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom, and storage of cleaning materials.

4. Athletics

Please describe how you will implement the requirements for athletics protocols from the Return to School Roadmap (p. 27), as of 7/30/20.

- BCCS will follow all MHSAA guidelines for the 2020-2021 school year.
 - Low Risk: Cross Country
 - Cross Country: <https://www.mhsaa.com/portals/0/Documents/AD%20Forms/PACKET%20XC.pdf>
 - Medium Risk: Soccer and Volleyball
 - Boys Soccer: <https://www.mhsaa.com/portals/0/Documents/AD%20Forms/PACKET%20BSO.pdf>
 - Volleyball: <https://www.mhsaa.com/portals/0/Documents/AD%20Forms/PACKET%20VB.pdf>
 - High Risk: Football
 - Football: <https://www.mhsaa.com/portals/0/Documents/AD%20Forms/PACKET%20FB.pdf>

5. Screening

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

- A copy of our screening and exposure plan will be submitted to the Benzie/Leelanau District Health Department. This plan will be reviewed monthly with the District Pandemic Response Team and the Health Department along with the status of any referrals from the prior month.
- Each building will keep on file a signed copy of the COVID-19 School Health Screening Agreement for students.²

² Revised 8/12/2020

- Each school building will identify a remotely located room to serve as a safe area for the purpose of quarantining an individual when necessary.
- Each building will have supervision in their quarantine area.
- Parent/guardian communication will be made immediately.
- Each school will request Parents/guardians to communicate with the school regarding the status of recovery. [See Appendix](#)
- During the time of quarantine, the student will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection.
- The Benzie/Leelanau District Health Department will be contacted after parents have been contacted to assist in contact tracing and notification of vulnerable individuals.
- All school staff will be required to conduct a health and safety self-assessment at home prior to coming to work and verifying through the [Daily Screening Questionnaire](#) that they are safe to work.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this absence through daily screening questionnaire as well as report their absence through the PCMI WillSub Portal. The school designated/school health official will monitor the daily screening questionnaire daily and follow up with any symptomatic person. Staff with symptoms consistent with COVID will be required to seek medical evaluation and testing, if appropriate and available.
- Staff members or students that test positive will not be allowed to return to school until cleared by the health department or a health care provider. Note: this is usually 10 days from symptom onset but may vary based on the extent of symptoms or changes in CDC guidance.
- Students in quarantine are expected to continue working on their classwork, to the extent that is feasible, until they are cleared to return to school and will not be counted as absent from school during a period of quarantine.
- During the time of quarantine, the staff member will be asked to self-identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals with whom they were in contact with for a sustained 15 minutes or more.
- The Benzie/LeelanauHealth Department will be contacted to assist in contact tracing and notification of vulnerable individuals.

6. Testing

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

- The Benzie/Leelanau District Health Department worked jointly to write the appropriate response steps of the BCCS Building Implementation Plan.
- The designated school official will be responsible to conduct contact tracing in conjunction with the health department.
- In most cases a student or teacher with symptoms will need to have a doctor's order for testing, so a medical evaluation will be needed to determine if testing is appropriate and available.
- See Appendix for specific information.

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).

- Assigned seating on the bus - will be recommended with other household members if applicable.
- Contact will be made to all transportation department employees and subcontractors who support the district to ensure that they have received a copy of the criteria in the MI Safe Schools: Michigan's 2020 Return to School RoadMap.
- A weekly meeting will be held with district transportation supervisors or contracted transportation departments to review the criteria required for Phase 4 and discuss concerns or issues arising.
- Contracts are being considered to address the cleaning, sanitizing and professional development that is needed for the fleet.
- The Transportation Department will provide information to parents via Facebook, the District Website and School Messenger to address the use of face-coverings by all students and drivers, the use of hand sanitizers, and cleaning protocols.
- The district will assess the number of buses that may be on the road and re-evaluate transportation needs weekly based on student participation rates.
- Begin the ordering of hand sanitizer and supplies in which to brace/mount a hand sanitizer station at the entrance of each bus.
- An ordering plan and schedule to obtain cleaning supplies in compliance with the CDC that can be utilized in the cleaning of the buses between routes and the wiping down of frequent areas of contact have been developed.
- Buses will be properly cleaned after the departure of the last child from each route once the bus has returned to the transportation department.

- Face masks are required for all PreK-12 students, bus drivers, and staff while riding the bus as long as it is medically tolerated.
- Face masks will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Communication will be sent out weekly to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A random spot check will be completed to ensure the cleanliness of the bus.
- Bus drivers, weather permitting, will keep windows open on the bus both en route and when stopped. This plan recommends opening a front and back window for cross ventilation.

Phase 5

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

Benzie County Central Schools will follow the Phase 4 protocols, policies, and procedures when the district is in Phase 5 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*.

All strongly recommended protocols in Phase 4 and 5 will be followed.

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*.

All strongly recommended protocols in Phase 4 and 5 will be followed.

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 district intends to follow all strongly recommended protocols listed 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: August 10, 2020

Link to the Board Meeting Minutes or Signature of Board President: _____

Link to the approved Plan posted on the District/PSA/nonpublic school website: August 10, 2020

The Preparedness Plan will be submitted to 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.

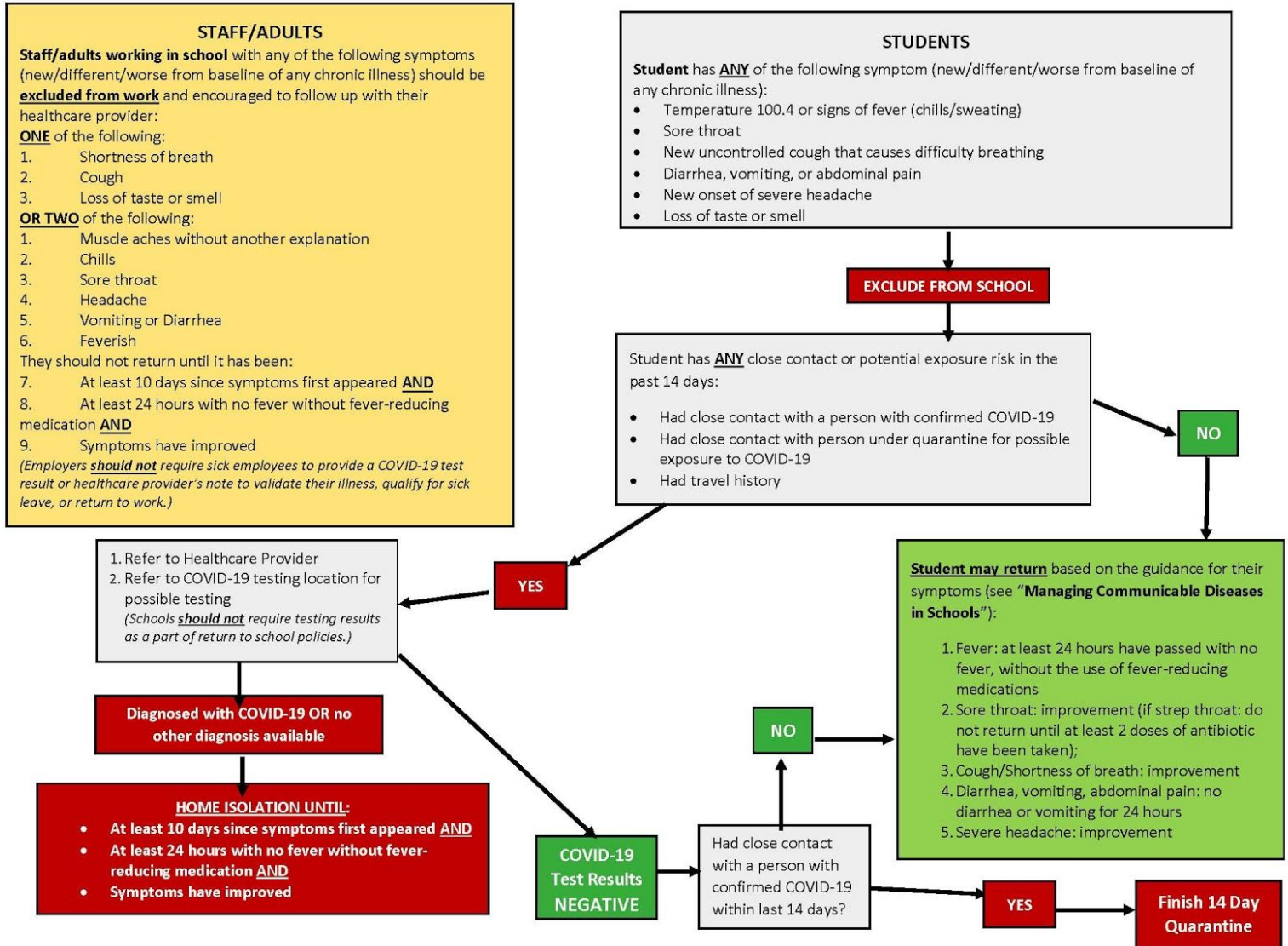
Name of District/PSA/Nonpublic Leader Submitting Plan: David Clasen

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

Date Submitted to State Superintendent and State Treasurer:

Appendix

Graphic 1³



³ Revised 8/12/2020