

# REDFORD UNION SCHOOLS

## COVID-19 Preparedness and Response Plan

Revised 4:00 pm  
08/14/20

**Name of District:** Redford Union Schools

**Address of District:** Redford Union Schools  
17715 Brady Street  
Redford, MI 48240

**District Code Number:** 82110

**Web Address of the District:** <https://www.redfordu.k12.mi.us/>

**Name of Intermediate School District:** Wayne RESA

**Name of Authorizing Body (if applicable):** None.

## 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.

Redford Union Schools will be offering an online learning option for all students during all phases of the MI Safe Start Plan (Phases 1-6). Students will participate in their regularly scheduled courses and will receive their instruction through Google Classroom, Zoom meetings/sessions, as well as other online learning resources. This method of instruction will allow for the students to continue to stay in touch with the school community and be able to obtain academic, social, and emotional support from our teachers, staff, and counseling team. All classes will be taught by the Redford Union teaching staff.

While our Return to School planning continues in light of the very recent determination by the District’s Board of education for a Phase 4 fully online return to school, the District’s Phase 1-3 plan for online learning will include the following for each of the indicated school buildings:

### **MacGowan Elementary** (Pre-School and Early Elementary)

- Students will be taught by MacGowan Elementary teachers using Google Classroom, SeeSaw, eSpark, and/or other virtual learning resources/platforms.
- Students/parents will be required to make contact with their teacher on a daily basis through either Google Classroom and/or Zoom sessions.
- Parent or another adult needs to be present with the student.
- Work is required and will count towards the student’s regular grade(s).

### **Beech Elementary School** (Upper Elementary)

- Students will be taught by Beech Elementary teachers using Google Classroom, eSpark, and/or other virtual learning resources/platforms.
- Students/parents will be required to make contact with their teacher on a daily basis through Google Classroom and/or Zoom sessions.
- Work is required and will count towards the student’s regular grade(s).

### **Hilbert Middle School** (Grades 6<sup>th</sup> – 8<sup>th</sup>)

- Students will be taught by Hilbert Middle School teachers using Google Classroom, Imagine Learning and/or other virtual learning resources/platforms.
- Students will follow their regular schedule of classes 5 days per week.
- Students will be required to maintain daily contact with their teacher using text, Google Classroom, Google Voice, and/or email.

- Participation will count as attendance.
- Work is required and will count towards the student's regular grade(s).

#### **Redford Union High School** (Grades 9<sup>th</sup> – 12<sup>th</sup>)

- Students will be taught by Redford Union High School teachers using Google Classroom and/or other virtual learning resources/platforms.
- Students will follow their regular schedule of classes 5 days per week.
- Students will be required to maintain daily contact with their teacher using text, Google Classroom, Google Voice, and/or email.
- Participation will count as attendance.
- Work is required and will count towards the student's regular grade(s).

#### **Veritas / Virtual Learning** (Grades 6<sup>th</sup> – 12<sup>th</sup>)

- Students will be taught by Veritas/Virtual Learning teachers using Edgenuity, Google Classroom, Imagine Learning, and/or other virtual learning resources/platforms.
- Students will follow their regular schedule of classes 5 days per week for Veritas and for Virtual Learning
- Students will be required to maintain daily contact with their teacher using text, Google Classroom, Google Voice, and/or email.
- Work is required and will count towards the student's regular grade(s).

#### **Stuckey Center** (EDT/ADT Center Programs)

- Students will be taught by Stuckey Center teachers using Google Classroom, Edgenuity, eSpark, Imagine Learning and/or other virtual learning resources/platforms.
- Students will follow their regular schedule of classes 5 days per week.
- Students will be required to maintain contact with their teacher daily using Google Classroom, Google Voice and/or email.
- Work is required and will count towards the student's regular grade(s).

**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.

For District students, a Phase 4 fully online learning return to school has been adopted by the Board for the first semester of the 2020/2021 school year. Nonetheless, District employees, including teaching staff, will be asked to report to District buildings to perform their essential functions, including the provision of online/remote instruction and academic support of students. During the Phase 4 fully online learning return to school students and the potential Phase 4 and/or Phase 5 return to school with both online learning and hybrid in-person learning alternatives, the following protocols pertaining to face coverings will be

implemented.

1. All staff and visitors will be required to wear a mask/face covering while inside our buildings with limited exceptions for instances when an employee is isolated within his/her classroom or office area and/or otherwise adhering to social distancing requirements within a classroom or office area.
2. All students will be required to wear a mask/face covering on buses.
3. All students in grades Pre-K-12 are required to wear a mask/face covering while inside our buildings/classrooms.
4. Staff/students who cannot wear a mask/face covering for a medical reason are required to provide the District with a written and signed clearance from a licensed medical doctor. The District may follow-up with that medical doctor to confirm clearance, if needed.
5. Masks/face coverings must be school-appropriate and not have offensive language/images on them that is considered by the school to be disruptive to the educational process.

**Q: What if I don't bring a mask/face covering to school?**

**A:** Students and staff may bring and are encouraged to bring their own mask(s)/face covering(s). However, the District will have the ability to provide each student and staff member with a mask/face covering. Both school buses and school buildings will be equipped with mask(s)/face covering(s) for students and staff.

**Q: What if a student who is required to wear a mask/face covering, and who doesn't have a documented medical reason to not wear one, refuses to do so?**

**A:** For safety reasons, that student will be isolated from other students and staff while parents/guardians are contacted to arrange for that student to go home. If that student continues to violate the face covering requirement, that student may be alternatively placed in the fully online learning model.

These protocols will be fully explained to District staff upon their Phase 4 return to school, and likewise will be fully explained to District families and their students prior to any return to in-person learning. Families and their students will also be asked to "opt in" to any in-person learning option when/if offered, and will be asked to acknowledge their awareness of the face covering requirements and the potential consequences for failing to comply with these requirements. Finally, compliance with the face covering requirements by District employees and students when/if on-site will be monitored by hall monitors/security staff at each building along with Building/District administration.

## 2. Hygiene

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

For District students, a Phase 4 fully online learning return to school has been adopted by the Board for the first semester of the 2020/2021 school year. Accordingly, students within the District will not be within our school buildings on any regular basis, if ever, during this period.

In the event of a potential future Phase 4 and/or Phase 5 return to school with both online learning and hybrid in-person learning alternatives, the required and strongly recommended protocols pertaining to hygiene will be implemented and included within the District's plan. Additionally, the District in anticipation of a possible hybrid in-person learning alternative for a return to school has already purchased adequate supplies to support healthy hygiene behaviors including: 80 Gallons of Gel Hand Sanitizer, 50 Gallons of Liquid Hand Sanitizer, 1000 Boxes of Gloves (50 pairs per box), 600 1lt Gel Hand Pump Sanitizer Bottles for Classrooms, 600 Packages of Disinfectant Wipes (100 wipes per package), and other in-hand supplies.

### 3. **Cleaning**

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

For District students, a Phase 4 fully online learning return to school has been adopted by the Board for the first semester of the 2020/2021 school year. Accordingly, students within the District will not be within our school buildings on any regular basis, if ever, during this period. In the event of a potential future Phase 4 and/or Phase 5 return to school with both online learning and hybrid in-person learning alternatives, the following protocols pertaining to cleaning will be implemented.

**In order to support the health and safety of students and mitigate the transmission of disease we are:**

- **Outfitting high traffic areas with hand sanitizer dispensers.**
- **Deep cleaning all surfaces and spaces in the building, manually wiping surfaces and utilizing electrostatic spray technology designed to mist the room with a CDC recommended disinfectant after school.**
- **Cleaning high impact areas and surfaces (i.e. bathrooms, entry ways, door handles, etc.) with a CDC recommended disinfectant throughout the school day.**
- **Bulk ordering cleaning materials, such as disinfectant wipes, disinfectant spray/cleaning solutions, hand sanitizer stations, etc.**

These cleaning requirements/protocols will be fully explained to the District's third-party contract service provider for cleaning services (currently Giant), and, likewise will be fully-explained to District families and their students prior to any return to in-person learning. Finally, compliance with the cleaning requirements/protocols will be monitored by designated members of the District administrative team and each building administrator in conjunction with management staff and custodial staff from the District's third party contract service provider for cleaning services (currently Giant).

### 4. **Athletics**

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

Within Phase 4, no matter if the District is offering only a fully-online learning alternative, which has been determined by the Board for the first semester of the 2020/2021 school year, or both online learning and hybrid learning options, the District will fully abide by the guidance and restrictions issued by the Michigan High School Athletic Association (MHSAA) for any sports offered to our students. Adherence to the MHSAA guidance and restrictions has been clearly communicated and emphasized by our Athletic Coordinator to our team coaches. While these team coaches will be primarily responsible for the implementation of these guidelines and restrictions, compliance will be monitored by our Athletic Coordinator and other Building/District administrators. Additionally, based upon the recommendation(s) of our Athletic Coordinator in conjunction with his counterparts within our athletic conference the District's Phase 4 planning for athletics includes the following:

1. Middle school athletics will be suspended.
2. There will be No Spectators at high school athletic events beyond essential event workers and, potentially, fully screened District personnel.
3. Game/contest start time(s) will potentially be moved to earlier in the day than normal.
4. Masks will be required for all essential event workers, District personnel, and others per MHSAA guidelines; and
5. Players, coaches, officials, and any other essential event workers or District personnel will be subject to screening protocols including completion of a health questionnaire and body temperature check.

#### **5. Screening**

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

For District students, a Phase 4 fully online learning return to school has been adopted by the Board for the first semester of the 2020/2021 school year. Nonetheless, District employees, including teaching staff, will be asked to report to District buildings to perform their essential functions, including the provision of online/remote instruction and academic support of students. During the Phase 4 fully online learning return to school students and the potential Phase 4 and/or Phase 5 return to school with both online learning and hybrid in-person learning alternatives, the following protocols pertaining to screening will be implemented.

#### **MONITORING & SCREENING FOR COVID-19:**

1. **To limit possible COVID-19 exposure to others in the Redford Union community, prior to entering the building, students (or the parent/guardian of elementary-aged and/or special needs students), staff, and any limited visitors and/or contractors will be required to complete a daily health questionnaire using the Clear to Go app and receive a "cleared" status before entering the building. Prompts on the screening questionnaire will ask simple health status questions per the "COVID-19 Screening Tool for Families" and the "COVID-19 Screening Tool for School Staff & Visitors" issued jointly by the Wayne County Department of Health, the City of Detroit Health**



**Department, and Wayne RESA. Students, staff, or visitors/contractors who answer “yes” to any of the questions or have a temperature above 100.4 degrees Fahrenheit should remain at home and not come into any District building.**

- 2. All students, staff, and any limited visitors and/or contractors entering any District building will have their temperature scanned at the entry door to the building before being allowed entry into the building. Students, staff, or visitors/contractors who have a temperature above 100.4 degrees Fahrenheit (or who otherwise show or are experiencing COVID-19 symptoms) will not be permitted District building with the potential exception of being redirected to the designated quarantine area within the building.**
- 3. Students who miss class time due to illness will not be able to return until they can present a doctor’s note from their primary care physician citing an approval to return to school.**
- 4. Outside of students and staff, visitors will be limited from entering the building unless there are extenuating circumstances.**
- 5. All visitors and/or contractors entering the building must be screened for symptoms using our temperature scanners, Clear to Go app, wear a face covering, and wash/sanitize hands prior to entering.**

These screening protocols will be fully explained to and demonstrated for District staff upon their Phase 4 return to school, and, likewise will be fully-explained to District families and their students prior to any return to in-person learning. Families and their students will also be asked to “opt in” to any in-person learning option when/if offered, and will be asked to acknowledge their awareness of the screening requirements and the potential consequences for failing to comply with these requirements. Finally, compliance with the screening requirements by District employees and students when/if on-site will be monitored by hall monitors/security staff at each building along with Building/District administration.

#### **6. Testing**

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

For District students, a Phase 4 fully online learning return to school has been adopted by the Board for the first semester of the 2020/2021 school year. Accordingly, students within the District will not be within our school buildings on any regular basis, if ever, during this period. In the event of a potential future Phase 4 and/or Phase 5 return to school with both online learning and hybrid in-person learning alternatives, the District will adhere to the required and strongly recommended protocols pertaining to testing and responding to positive tests among staff students including the stated protocols included within the Return to School Roadmap (2020-21 Virtual Binder) issued to Wayne County school districts by the Wayne County Department of Health, City of Detroit Health Department, and Wayne RESA.

#### **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).

For District students, a Phase 4 fully online learning return to school has been adopted by the Board for the first semester of the 2020/2021 school year. Accordingly, students will not be transported to school on any regular basis, if ever, via District-provided transportation during this period. In the event of a potential future Phase 4 and/or Phase 5 return to school with both online learning and hybrid in-person learning alternatives, the following protocols pertaining to busing and student transportation will be implemented.

**Require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus most likely from bus-mounted dispensers.**

**The bus driver, District staff, if any, and all students in grades Pre-K to 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.***

**Clean and disinfect transportation vehicles 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.**

These busing and student transportation protocols will be fully explained to the District's third party contract service provider for student transportation (currently Durham), and, likewise will be fully-explained to District families and their students prior to any return to in-person learning. Families and their students will also be asked to "opt in" to any in-person learning option when/if offered, and will be asked to acknowledge their awareness of the busing and student transportation requirements and the potential consequences for failing to comply with these requirements. Finally, compliance with the busing and student transportation requirements will be monitored by designated members of the District administrative team in conjunction with management staff, on-site transportation staff and bus drivers and aides from the District's third party contract service provider for student transportation (currently Durham).

**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.**

It is the District's intent to follow each of the Phase 5 strongly recommended protocols from the Return to School Roadmap within our Plan for a Phase 5 return to school. Our Phase 5 approach will include a phase-in process that will include either a continuation or

commencement of a hybrid in-person learning alternative for families to opt into for their student(s). Within this approach, students would be grouped in smaller numbers for a return to in-person learning for only a portion of the days and hours within a traditional school week so that social distancing and other health and safety protocols would more practically be maintained. Other learning and support for students within the hybrid in-person learning alternative during the traditional school week would continue through online learning. Over time, the District's goal within Phase 5 would be to incrementally move students whose families have opted in for in-person learning towards a more traditional in-person learning experience. Additionally, the District is committed to still continuing to offer families a fully-online learning alternative for students even during Phase 5 of the MI 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*.

It is the District's intent to follow each of the Phase 5 strongly recommended protocols from the Return to School Roadmap within our Plan for a Phase 5 return to school.

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*.

None known at this time.

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**.

No.

## Final Steps for Submission

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

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:** August 10, 2020.

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:** Although not yet

complete and posted due to the very recent timing of the Board's action at the August 10, 2020, board meeting, the board meeting minutes will be available and posted at:

<https://www.redfordu.k12.mi.us/district/board-of-education/72020---62021-agendas-and-minutes/>

**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:** Jasen Witt, J.D. – Interim Superintendent

**Date Received by the ISD/Authorizing Body/Chief or designated School Administrator:** August 14, 2020

**Date Submitted to State Superintendent and State Treasurer:** On or before August 15, 2020