

Paw Paw
Later Elementary School
COVID Plans
Student Handbook Addendum

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Per EO 2020-142, face coverings must be worn by students. Masks must be worn so that the student's nose AND mouth is covered at all times.
- 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 with the student being banned from coming to the school site for a specified period of time.
- Per EO 2020-142, face coverings must be put on prior to entering the building and must remain on at ALL times.
 - Each student will be provided with 2 face masks by the District.
 - Students are encouraged to bring their own face coverings.
 - Masks should be washed daily.
- Disposable procedural masks will be provided daily to those individuals without them.
- Acceptable face coverings include:
 - Homemade Fabric Face Masks
 - Bandanas/Scarves
 - Surgical/Procedural Masks
- Masks containing images or messages must be appropriate, without the potential to cause disruption to the educational environment.
- All classrooms will be supplied with additional masks, gloves, paper towels, tissues, and disinfectant wipes.
- Students who have a medical condition which prevents them from wearing a face covering will need documentation from a doctor stating the reason for the exemption. The administration will work with those students to develop plans.
- All students with medical exemptions for masks will be noted in Powerschool.

HYGIENE

- Staff will be expected to continuously model & reinforce proper hygiene protocol.
- All classrooms will be supplied with signs promoting safe hygiene practices.

- Staff/Students will be expected to use sanitizer when entering a room/office area EACH time.
- Classroom materials that are shared must be disinfected between use.
- Personal items should not be shared.
- All classrooms will be supplied with hand sanitizer containing at least 60% alcohol.
- Staff should contact the office immediately if hygiene supplies run low during the day.

SPACING, MOVEMENT, & ACCESS

- All students and staff must maintain 6' of social distance as much as possible.
- Desks will all be facing in one direction and placed to maintain social distancing.
- Instructors will develop a restroom release protocol.
- Signs promoting social distancing will be placed in classrooms, hallways, restrooms, office areas.
- Markers will be used to promote distancing where line formations are anticipated (i.e., front office, restrooms, etc.).
- Restroom urinals and sinks will be marked Out of Order if closer than 3 feet apart.

ARRIVAL/DEPARTURE PROTOCOL

- **The building will NOT be available for students until 8:45 a.m for students riding the bus and 8:55 a.m. for students getting dropped off.**
- Upon arrival, bus drivers will dismiss students maintaining 6' social distance.
- Students must be wearing a mask prior to entering the building unless medically unable; disposable masks will be provided if needed.
- If outside on school property where other students are present, students must be wearing masks.
- Hallways will be divided and marked to promote flow of traffic in one direction when possible.
- Students should report directly to their first hour class.
- Student departures should be developed in each program to ensure social distancing.
- Students should immediately exit the building upon dismissal.

STAFF & STUDENT SCREENING

Students and Staff will be expected to conduct a self health screening prior to coming to school each day, which will include a temperature check. Staff will be required to verify their health each day prior to coming in via a Google Form.

- Staff and student screening will include the following questions:
 - Do you have a fever above 100.4 degrees?
 - Presence of ANY of the following symptoms?
 - fever/feverish, sore throat, new uncontrolled cough that causes difficulty breathing, diarrhea, vomiting, abdominal pain, and/or new onset of severe headache, especially with a fever.
 - Have you had contact with someone in the last 14 days who has a confirmed case of COVID-19?
 - Have you or someone you reside with had close contact with someone with COVID-19 symptoms?
- **If students or staff answer yes to any of the above screening questions:**
 - Self-isolate/quarantine at home until the following has been completed:
 - Medical provider should be contacted for an evaluation
 - If determined to have COVID-19, local health department will be contacted
- Substitute teachers will be required to complete screening and follow same safety protocols
- **ALL CASES WILL BE TAKEN ON A CASE BY CASE BASIS BY THE VAN BUREN/CASS HEALTH DEPT.**

TESTING PROTOCOLS & POSITIVE CASES

All protocols and procedures will be implemented in collaboration with Van Buren/Cass District Health Department.

- If close contact with a confirmed COVID-19 individual, cannot return according to the [Health Department Guidelines](#)
- A secluded room will serve as the “quarantine” room. This room will be outfitted with appropriate PPE.
- From the time of identification of a potential infection, the student/staff member will be monitored, until the student or staff member is safely removed from the building.
- In symptomatic cases, parent communication will be made immediately with clear and concise directions on where and how to pick up the student.

- In the case of positive COVID-19 test results, immediate efforts will be made to contact any close (< 6 feet), sustained contacts (i.e., more than 15 minutes) within the previous 48 hours so that they can be quarantined according to [Health Department Guidelines](#).
- A designated person (office staff) will contact the student/family to receive a status update before the student can return to school.
- Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Van Buren/Cass District Health Department will provide instructions about return to work.
- Families will be notified of the presence of any positive cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- Notify Public Health -Van Buren/Cass District Health Department will direct staff, and student notification as needed, immediately of any possible case of COVID-19.
- Staff will adhere to confidentiality laws and statutes that protect student and staff health information.

VISITORS/GUESTS

Per EO 2020-142, family members or other guests are not allowed in the school building except under extenuating circumstances determined by district and school officials. This includes guest speakers, tours, college/military reps....

- Virtual meetings will be substituted in place of in-person, when feasible
- Front office will keep a log of all adult visitors entering the building. Only essential visitors (ISD Consultants, State Agency Workers, etc.) will be permitted limited access to interact with students, and only after reviewing and signing off on all safety expectations. Visitors will be required to sign out through the office to document time, purpose, and locations visited in the building.
- Visitors to the building must check in through the front office, where they will answer screening questions and have temperature checked prior to admittance into the building.

BREAKFAST/LUNCH

- Students will be expected to wash their hands before and after eating.
- Students will be allowed to take masks off while eating, however, it is the expectation that students eat with purpose and put their masks on immediately when finished eating. If movement from seats is required, masks must be worn.

- Breakfast will be available for students in class at the beginning of the day.
- Students will order their lunch in their 1st hour class.
- Lunch will be delivered to each hallway.
- Students are expected to clean up after themselves after eating.

TRANSPORTATION

- Drivers will require the use of hand sanitizers before entering the bus. Hand sanitizer will be supplied on the bus.
- The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus.
- Transportation vehicles will be cleaned and disinfected before and after every transit route. Children must not be present when a vehicle is being cleaned.
- Students who become ill while at school will not be permitted to ride the bus home. Alternative methods of transportation will be utilized.
- Weather permitting, doors and windows will be kept open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- Training will be offered to all bus drivers that includes:
 - Appropriate use of face covering
 - Policies regarding face covering
 - Policies regarding hand sanitizing
 - Policies and methods for cleaning and disinfecting

INSTRUCTION

The method of instruction is dependent on where our Region is in regard to the Michigan Safe Start Plan.

Phase III = 100% Remote Learning Model

- Students should be utilizing Google Classroom for assignments, Google Meets, and updates.
- Parents should monitor Power School for attendance, grades, and assignments. Contact teachers with any questions/concerns.

- Students without internet access, should contact Mr. Davison (jeremy.davison@ppps.org or 269-415-5400) Teachers will be asked to arrange for printed copies of assignments and/or flash drives for videos and offline assignments.
- Students will be expected to attend ALL Meets and attendance will be taken.
- Students will be responsible for completing ALL assignments.
- Grades will be earned for ALL courses during Remote Learning.
- Students without internet access, can still attend Google Meets via the phone.

Phase IV/V = In-Person Learning

- To allow for social distancing students will attend 2 days in person and 3 days online.
- All students will be assigned to a Pack. They will not move during the day to minimize contact between students.

Phase VI = Return to traditional schedule

All students will attend classes Monday through Friday.