

Bellaire Public Schools COVID-19 Preparedness & Response Plan

Monday, August 10, 2020

Name of District: Bellaire Public Schools

Address of District: 204 W Forrest Home Ave, Bellaire, MI 49615

District Code Number: 05040

Web Address of the District: <http://www.bellairepublicschools.com/>

Name of Intermediate School District: Traverse Bay Area Intermediate School District

Board of Education:

- Mike Robinson, President
- Rob Silk, Vice President
- Melissa Dyste, Secretary
- Brad Klooster, Treasurer
- Don Hoyt, Trustee
- Walt Mann, Trustee
- Kerrie Ann Shannon, Trustee

Superintendent: Mark Brenton

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." (Executive Order 2020-142)

Every district is required to submit a 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 document serves both as the Bellaire Public Schools' **Assurance Document** and **Preparedness Plan**.

This Preparedness Plan was submitted to the Traverse Bay Area Intermediate School District (TBAISD) on [insert date], for transmission to State Superintendent of Public Instruction Dr. Michael Rice and State Treasurer Rachael Eubanks no later than August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's public website home page no later than August 17, 2020.

MI Safe Schools

On June 30, 2020, Governor Gretchen Whitmer released the **MI Safe Schools Plan**, often referred to as the **Return to Learn** 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 illustrating 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 Region 6 (Traverse City Region), moves back into **MI Safe Start** Phase 1-3, we are mandated to close the school building and return via remote learning for the 2020-21 school year.

If Region 6 moves to Phase 4 or remains in Phase 5 (which we are as of August 10, 2020), the school buildings will be open for live, in-person instruction.

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 – which we refer to as Plan B – is for Phases 1-3 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.
- Plan A² (Phase 4) requires specific restrictions and non-negotiable requirements, as detailed in the **MI Safe Schools Roadmap**.
- Plan A¹ (Phase 5) involves most of the same requirements as does Plan A² (Phase 4), above, though some elements designated **Required** in Phase 4 are changed to **Strongly Recommended** in Phase 5. Any **Strongly Recommended** item that is not included in this plan must be identified and addressed in this plan.
Practically speaking, everything designated **Strongly Recommended** is implemented in both Plan A¹ and A², making both Plans virtually identical for all practical purposes.

No plan is required for Phase 6. This remains unlikely until such time as a viable vaccine is developed and in wide distribution or COVID-19 no longer exists.

Preparedness Plan Assurances

Bellaire Public Schools agrees to meet all of the following requirements of Executive Order 2020-142:

- ☑ Bellaire Public Schools 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).
- ☑ Bellaire Public Schools 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.
- ☑ Bellaire Public Schools 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.
- ☑ Bellaire Public Schools 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.
- ☑ Bellaire Public Schools 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, and; c.) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ☑ Bellaire Public Schools 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.
- ☑ Bellaire Public Schools 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.
- ☑ Bellaire Public Schools 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.
- ☑ Bellaire Public Schools 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.
- ☑ Bellaire Public Schools 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. Bellaire Public Schools Safe Start Plan B – Phases 1, 2 or 3

1. In the event that school does not resume face-to-face, on-site instruction for the 2020-21 school year, the Bellaire Public Schools plan to implement a Continuity of Learning Plan similar to that used during spring of the 2019-20 school year, but with some significant alterations to better serve our students.

This plan may be found in **Appendix A** at the end of this document.

B. Bellaire Public Schools Safe Start Plan A² – Phase 4

1. Instruction
 - a. Elementary (K-5)
 - i) Live, in-person instruction will be provided during regular schools hours.
 - a. All K-2 students will be issued a district-managed iPad
 - b. All students in grades 3-5 will be issued a district-managed Chrome-book
 - ii) A remote learning option will be made available to families whose children are unable to return to school for live, in-person instruction.
 - a. Students opting for remote learning when live, in-person instruction is available must use their district-issued device to engage in all activities, submit assignments and take assessments.
 - i. If reliable internet access is not available, the district will work diligently to supply services or devices to allow remote learning students to access all online content.
 - ii. If, after exhausting all options, the district is unable to reasonably provide reliable internet access to remote learning students, analog instruction and assessment will be provided (i.e. packets).
 - b. Classroom teachers will provide daily live broadcasts of instruction using Google Meet
 - i. Daily English Language Arts instruction (90 minutes), potentially including (but not necessarily limited to):
 1. Direct, teacher-led instruction
 2. Small group work
 3. Partner Work
 4. Guided Practice

5. Independent Practice
- ii. Daily instruction of other core subject areas (90 minutes [Math, Science and/or Social Studies; varies based on need]), potentially including (but not necessarily limited to):
 1. Direct, teacher-led instruction
 2. Small group work
 3. Partner Work
 4. Guided Practice
 5. Independent Practice
 - iii. Teachers will not necessarily be visible and on-camera during an entire online session
- c. Each teacher will create and maintain a Google Classroom, mirroring in-class assignments and activities used for live, in-person instruction, to the extent possible.
 - d. Online assessments may include (but are not necessarily limited to):
 - i. Participation in asynchronous threaded online discussions using Google Classrooms (as appropriate).
 - ii. Participation in real-time instruction and/or group interaction through Google Meet.
 - iii. Submission of written work (i.e. short answers, essays, etc.) through Google Classroom.
 - iv. Submission of online work using a variety of media/platforms.
 - v. Submission of performance work using video and/or audio.
 - e. Teachers will remain in regular communication with remote learning students' families using a variety of media, including (but not necessarily limited to): email, telephone, text messages and/or written correspondence.
- b. Secondary (6-12)
 - i) Live, in-person instruction will be provided during regular schools hours.
 - a. All students in grades 6-12 will be issued a district-managed Chromebook
 - ii) A remote learning option will be made available to families whose children are unable to return to school for live, in-person instruction.
 - a. Students opting for remote learning when live, in-person instruction is available must use district-issued Chromebook to engage in all activities, submit assignments and take assessments.
 - i. If reliable internet access is not available, the district will work diligently to supply services or devices to allow remote learning students to access all online content.

- ii. If, after exhausting all options, the district is unable to reasonably provide reliable internet access to remote learning students, analog instruction and assessment will be provided (i.e. packets).
 - b. Regular live broadcasts of instruction using Google Meet
 - i. Daily instruction (30-45 minutes/class), potentially including (but not necessarily limited to):
 1. Direct, teacher-led instruction
 2. Small group work
 3. Partner Work
 4. Guided Practice
 5. Independent Practice
 - ii. Teachers will not necessarily be visible and on-camera during an entire online session
 - c. Each teacher will create and maintain a Google Classroom for each section, mirroring in-class assignments and activities used for live, in-person instruction, to the extent possible.
 - d. Online assessments may include (but are not necessarily limited to):
 - i. Participation in asynchronous threaded online discussions using Google Classrooms (as appropriate).
 - ii. Participation in real-time instruction and/or group interaction through Google Meet.
 - iii. Submission of written work (i.e. short answers, essays, etc.) through Google Classroom.
 - iv. Submission of online work using a variety of media/platforms.
 - v. Submission of performance work using video and/or audio.
 - vi. Online assessments conducted through *Repondus LockDown Browser* or other means.
 - e. Secondary students' grades will be accessible through *PowerSchool*.
 - f. Teachers will remain in regular and ongoing communication with remote learning students' families using a variety of media, including (but not necessarily limited to): email, telephone, text messages and/or written correspondence.
- c. All Instruction protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

2. Personal Protective Equipment (PPE)

- a. All on-site Bellaire Public Schools staff (including contracted service workers) will wear face coverings (e.g. mouth- and nose-covering masks) **at all times** during the school day, except when eating.

- b. All on-site students in 6th through 12th grade will wear face coverings **at all times** during the school today with the following exceptions:
 - i) Face coverings may be removed when students are eating; practical social distancing guidelines will remain in place.
 - ii) Face coverings may be removed when students are outside of the school building; practical social distancing guidelines will remain in place.
 - iii) Face coverings may be removed for the purposes of engaging in exercise/physical activity (i.e. physical education class, athletic practice, etc.); practical social distancing guidelines will remain in place.
- c. Regarding students in Kindergarten through 5th grade, rules concerning face coverings have been adjusted for local considerations as follows:
 - i) Face coverings are mandatory for on-site K-5 students...
 - a. When boarding, riding on and disembarking the school bus, if applicable.
 - b. When entering or exiting the school building.
 - c. When entering or exiting the classroom.
 - d. When in common spaces (i.e. hallway, restroom, etc.).
 - ii) Face coverings are optional for K-5 students...
 - a. When in a cohort group in a self-contained classroom, so long as appropriate social distancing is maintained.
 - b. When outside of the school building during the school day for school-related activities (i.e. physical education, recess, etc.) so long as the student remains with his/her cohort group.
 - iii) Face coverings are not required for K-5 students when eating breakfast or lunch in the school setting (i.e. cafeteria, classroom, etc.).
- d. Any staff member or student unable to tolerate a face covering in the above listed circumstances must provide documentation from a physician indicating all of the following:
 - i) The fact that the staff member/student is unable to tolerate a face covering, and;
 - ii) The specific reason why the staff member/student is unable to tolerate a face covering, and;
 - iii) The duration that the staff member/student is deemed unable to tolerate a face covering, and;
 - iv) What other methods for addressing prevention of potentially-infectious agents from affecting other individuals in the area (i.e. face shield, physical barrier, etc.) are recommended.
- e. Students, staff, and parents will be required to watch a [safety video](#) on the wearing of and expectations for maintenance of face coverings. 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.

- f. Signage regarding face covering requirements will be prominently displayed in all areas requiring their use, including (but not necessarily limited to):
 - i) School offices
 - ii) Hallways
 - iii) Publicly-accessible restrooms
 - iv) Middle/high school classrooms
 - v) School buses
- g. Fabric face coverings will be provided to every student and staff member on or before the first day of school.
- h. Fabric and clear face coverings will be provided to elementary teachers and instructional support staff with the requirement to wear only the clear mask during instruction. A teacher or instructional support staff member at any grade level may request a clear face covering.
- i. Fabric face coverings will be worn home; it is the responsibility of each family/staff member to clean, disinfect, and return to school each day with the mask.
- j. Disposable masks will be made available to students or staff who do not have one or whose mask is deemed a health risk (i.e. not properly laundered, damaged beyond repair, etc.)
- k. Students capable of tolerating a face covering that refuse to do so in an area where a face covering is required will be issued a disposable face covering by a school personnel and asked to put the face covering on.
 - i) Students demonstrating patterns of non-compliance will be removed from the school building and required to engage in remote instruction until such time that the student agrees to comply with this safety protocol or the student withdraws from the district.
 - ii) Parents/guardians will be notified of each instance of non-compliance by the building administrator or designee.
 - iii) Continued removals from the school building will result in permanent placement into remote instruction and the student could be restricted from coming to the school site.
- l. Staff who are capable of wearing a face covering and refuse to do so will be addressed by the building administrator and may face progressive disciplinary measures for insubordination.
- m. Guests to the school building (i.e. presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times.
 - i) Until such time as the district resumes normal [Phase 6] operations, the building **will not permit entry** to anyone not working in or attending the school.

- ii) Any parents/guardians picking a student up from the school is required to remain in their vehicle and to call the school upon arrival; the student will be released/escorted from the building to the vehicle.
- iii) Likewise, any parent dropping a student off at school will not enter the building to sign the student in. Instead, the parent will call the school to report the student's arrival.
- n. In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.
- o. All face covering protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. student handbooks, district web site, social media, email, etc.).

3. Hygiene

a. Bellaire Public Schools will:

- i) Have handwashing sinks available to all elementary students, either in (K-4) or adjacent (5) to the classrooms.
- ii) 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, tissues, and signs reinforcing proper handwashing techniques).
- iii) Teach and reinforce handwashing with soap and water for at least 20 seconds and the safe use of hand sanitizer that contains at least 60% alcohol; such instruction will come from classroom teachers; reinforcement will come from classroom teachers, support staff and/or administration, as needed.
- iv) Educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue; such instruction will come from classroom teachers; reinforcement will come from classroom teachers, support staff and administration, as needed.
- v) Ensure that used tissues are thrown in the trash and hands washed immediately using proper hand hygiene techniques; signs will be posted in all public areas and in classrooms as a reminder.
- vi) Systematically and frequently check and refill soap and hand sanitizer.
- vii) Mandate that students and teachers engage in regular handwashing with soap and water every 2-3 hours at a minimum.
- viii) Limit sharing of personal items/supplies such as books, writing utensils, etc.
- ix) Keep students' personal items separate and in individually labeled containers, cubbies, or lockers, depending on building/grade level; locker assignments will occur to as to avoid crowding by students accessing them.

- x) Limit use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
 - xi) Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.
- b. All Hygiene protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

4. Cleaning

- a. The Bellaire Public Schools will ensure that:
- i) Custodial staff will, prior to the start of school:
 - a. Clean frequently touched surfaces, including light switches, doors, benches and bathrooms, at least every four hours with an EPA-approved disinfectant.
 - b. Procure adequate soap, hand sanitizer, paper towels, tissues, etc.
 - c. Post signage related to cleaning and hygiene strategies in each room, restroom, and throughout the hallways
 - d. Monitor hygiene supplies and refill as needed
 - ii) Libraries, computer labs, practical and fine arts, and other hands-on classrooms undergo cleaning after every class period with an EPA-approved disinfectant.
 - iii) Student desks are wiped down with an EPA-approved disinfectant after every class period.
 - iv) Playground structures continue to receive normal routine cleaning by custodial/maintenance personnel.
 - v) Safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation, when staff use products.
 - vi) Custodial/maintenance staff will wear gloves, a face covering, and a face shield when performing all cleaning activities.
- b. All Cleaning protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

5. Athletics

- a. The Bellaire Public Schools will ensure that:
- i) Compliance with all guidance published by [Michigan High School Athletic Association \(MHSAA\)](#) and the [National Federation of State High School Associations \(NFHS\)](#) is maintained.
 - ii) Students and staff use proper hand hygiene techniques before and after every practice, event, or other gathering.
 - iii) Every participant confirms that he/she is healthy and without any symptoms prior to any event.

- iv) All equipment is disinfected before and after use.
 - v) When inter-school competitions are held, facial coverings are worn if school transportation is provided. Buses are appropriately cleaned and disinfected before and after every use in accordance with State mandates.
 - vi) Spectators wear facial coverings and maintain six (6) feet of social distancing at all times, and that diligent attention to entry and exit points is maintained to prevent crowding.
 - vii) Each participant uses a clearly marked water bottle for individual use and that there is no sharing of this equipment.
 - viii) Handshakes, fist bumps, and other unnecessary contact does not occur.
 - ix) Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities will continue and appropriate social distancing maintained.
 - x) Large scale indoor spectator events are suspended.
 - xi) Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household will maintain six (6) feet of distance from one another.
 - xii) All student athletes, whether attending in-person or remotely, comply with weekly district eligibility requirements (i.e. grade check, disciplinary review, etc.)
- b. All Athletics protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

6. Screening

- a. The Bellaire Public Schools will ensure that:
- i) A copy of district Screening protocols (see **Appendix B**, below) are submitted for vetting by the [Health Department of Northwest Michigan](#).
 - ii) All school personnel and contracted service providers cooperate with the local public health department regarding implementing protocols for screening students and staff.
 - iii) Each school building will identify and designate a quarantine area and a staff person to care for students who become ill at school.
 - iv) Students who become ill and exhibit symptoms consistent with COVID-19 are placed in the identified quarantine area with a face covering in place until such time as they can be picked up from school.
 - a. School staff caring for these children will wear a face covering, with the exception of students with special needs requiring aerosolized procedures, in which case an N95 mask is required.
 - v) COVID-19 symptomatic students sent home from school remain so until such time as they have tested negative or have completely recovered, as per [CDC guidelines](#).

- vi) 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°F or greater, they will stay home.
 - a. An [online monitoring form](#) is provided for self-screening of all employees and contracted service workers.
- vii) 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°F or greater are directed stay home and parents/guardians are advised consider coronavirus testing if symptoms of COVID-19 are present.
 - a. Under advisement by legal counsel, the district will not engage in mass temperature checks or other health screenings; students' temperatures will only be checked if they are sent to the office with symptoms of illness
- viii) Families are encouraged to monitor their children for symptoms of COVID-19, and that – if there are any symptoms present, including cough or shortness of breath – the parent/guardian is instructed to keep the student home from school and to follow up with a primary care provider before returning to school.
- b. All Screening protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

7. Testing

- a. The Bellaire Public Schools will ensure that:
 - i) Schools cooperate with local public Health Department personnel regarding implementing protocols for screening students and staff.
 - ii) Students who develop a fever or become ill with COVID-19 symptoms at school wear a mask and be transported by their parent or guardian, emergency contact, or ambulance (if clinically unstable), for off-site testing.
 - iii) Staff who develop a fever or become ill with COVID-19 symptoms at school wear a mask and be transported for off-site testing.
 - iv) Symptomatic students and staff sent home from school remain home until they have tested negative for COVID-19, or have been released from isolation, as per CDC guidelines.
 - v) Families are 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.
 - vi) In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts are made to reach out to any close contacts (i.e. those who spent more than 15 minutes less than six [6] feet in close proximity to

the student or staff member) so that they can be quarantined at home in accordance with CDC guidelines, and strongly recommend that students and staff be closely monitored for any symptoms of COVID-19.

vii) Parents and guardians be directed to check students' temperature at home every morning using oral, tympanic (ear) or temporal scanners; students with a temperature of 100.4°F or greater will be required to stay home and parents/guardians recommended to seek coronavirus testing.

viii) Parents and guardians be encouraged to monitor for symptoms of COVID-19, and that the presence of any unexplained symptoms, including cough or shortness of breath, prompt the parent/guardian to keep the student home from school and to follow up with their primary care provider.

b. All Testing protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

8. Student Transportation

a. The Bellaire Public Schools will ensure that:

i) All rider use hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.

ii) The bus driver, staff, and all students (if medically feasible) will 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 will be made on a case-by-case basis with local public health officials.

iii) Staff will clean and disinfect transportation vehicles before and after every transit route. Children will not be present when vehicles are being cleaned.

iv) Staff will 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 both morning and afternoon routes.

v) Staff will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools on a daily basis.

vi) Staff will ensure that students make it home safely if they are not allowed to board the vehicle by:

a. notifying the adult present (if possible);

b. honking the horn to get adult's attention and calling them over to explain the situation, or;

- c. following all legal requirements, then using a cellular phone or radio to contact the school so staff can either attempt contact with the student's parent/guardian, or contact law enforcement for additional assistance.
 - vii) If a student becomes sick during the day, that they will not be permitted to use group transportation to return home and will instead follow protocols outlined above.
 - viii) If a driver becomes sick during the day, he/she follows all protocols for sick staff outlined above, and will not return to drive students until cleared.
 - ix) Weather permitting, doors and windows will remain open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
 - x) Weather permitting, windows remain open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.
- b. All Student Transportation protocols, procedures and mandates will be provided to all staff (including contracted service workers), students, and their families through a variety of media (i.e. district web site, social media, email, etc.).

C. Bellaire Public Schools Safe Start Plan A¹ – Phase 5

1. The Bellaire Public Schools intends to employ the same protocols and safety measures in Plan A¹ (Phase 5) as are implemented in Plan A² (Phase 4).
- D. After careful consideration of written and verbal input from staff, families and community members, the Bellaire Public Schools intends to implement with fidelity all Required and Highly Recommended protocols and procedures detailed in the Return to School Roadmap, as presented above.

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: <http://bellairepublicschools.com/district-office/board-meeting-minutes/>

Link to the approved Plan posted on the Bellaire Public Schools District web site: <http://www.bellairepublicschools.com/>

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: Bellaire Public Schools

Date Received by the ISD: August 11, 2020

Date Submitted to State Superintendent & State Treasurer:

Appendix A: Plan B – Phases 1-3 Continuity of Learning Plan

In the event that schools does not resume for in-person instruction, or at such time after school reopens for in-person instruction but is later shut down by Executive Order, legislative action or local decision, the Bellaire Public Schools will enact the following plan for wholly-remote instruction and assessment detailed hereafter.

Remote Instruction

All Bellaire Public School teachers will prepare daily lessons for live broadcast at all grade levels, as follows (unless noted otherwise):

- At the elementary level (K-5), teachers will produce and deliver daily live instruction over video using Google Meet for each of the four core subject areas: English Language Arts (ELA), Math, Science and Social Studies.

Such lessons may include (but are not necessarily limited to):

- Demonstrations (i.e. science experiment, art project, instrumental, etc.)
- Direct instruction (i.e. the teacher is at the board/easel providing new information)
- Interactive instruction (i.e. teacher interacts with students over video)

These live broadcasts will typically measure between 30-45 minutes in duration, depending on the nature of the instruction, the subject covered, and so on.

- At the secondary level (6-12), teachers will produce and deliver daily instruction live over video using Google Meet for each of their instructional hours. Added supplemental recorded videos may be made available during the week, but this depends on the individual teacher, the need for such additional sessions, and other factors.

Similarly, live broadcasts at the secondary level will be between 30-45 minutes.

Daily Workloads

Further, all Bellaire Public School teachers will produce daily assignments for their students in no less than two (2) of the four (4) core content areas (at the elementary level), or in their specific content areas (at middle and high school levels).

Again, the activities provided by each teacher will focus on 1.) introducing new concepts that a.) can be accurately delivered through online instruction, and b.) are crucial to students as they progress during the school year; 2.) practicing existing skills, and; 3.) enhancing previous knowledge/current understanding.

The suggested workloads for daily assignments, beyond the time spent watching live broadcasts and/or teacher-led instruction (i.e. homework), are as follows:

- **Kindergarten & 1st Grade** – 15-20 minutes/subject area
- **2nd & 3rd Grades** – 20-30 minutes/subject area
- **4th & 5th Grades** – 30-45 minutes/subject area
- **6th-12th Grades** – 30-45 minutes per teacher

Assessments & Grading

All students are expected to login to each of their teachers' Google Classrooms on a daily basis at the regularly-scheduled classroom time (or at another time determined in advance by the individual teacher), both for attendance purposes as well as to access assignments and other content posted by teachers, to submit assignments, to participate in online threaded discussions, and so on, depending on the class, the instructor, and other factors.

Students' grades will be determined using attendance/routine participation, regular daily/weekly assignments, projects and papers, participation in online forums/during live broadcasts between teachers and students, online assessments. Assessments will take multiple forms during the duration of online instruction, potentially including (but not necessarily limited to) the following:

- Participation in asynchronous threaded online discussions using Google Classroom
- Participation in real-time multimedia presentations, instruction and/or group interaction through Google Meet
- Submission of written work (i.e. quizzes/tests, short answers, essays, etc.) through Google Classroom
- Submission of online work using a variety of media/platforms
- Submission of performance work using video and/or audio
- Online assessments conducted through *Repondus LockDown Browser* or other means

The district is providing iPads (K-2) or Chromebooks (3-12) to facilitate students' access to online resources, including Google Classroom, Google Meet, and so on.

Daily assignments will typically be due the day they are assigned, though longer-duration assignments, projects, performance pieces and other, similar assignments may have extended due dates.

Regular Communications

All teachers will make themselves available to their students during certain hours each week (i.e. "office hours"), and will communicate those hours to their students and families. This may include email and/or telephone contacts.

Further, communications will be initiated by the teacher to the student, outside of daily instruction, [minimally] on a weekly basis.

Finally, all communications from students or parents/guardians will be responded to by staff within 24 hours, or by the next regularly-scheduled school day (i.e. not on weekends, during scheduled vacations, etc.).

Analog Instruction and Assessment

For those students without reliable and readily-accessible internet access, the district will endeavor to provide devices to them for the remainder of the school year.

For those students who, even with school assistance, cannot receive adequate internet access at their homes, teachers are expected – to the best of their abilities – to produce analog equivalents for offline completion. That is, for those students without internet access, and for those that we cannot provide internet access, teachers will have to provide hard copies.

Communication expectations are the same, though they are likely restricted to the telephone in these cases.

Students who receive analog, offline instruction and assessment are required to complete and return all written work to the teacher(s) who assigned them. This will be facilitated either by parents/guardians returning the materials to the school using receptacles placed outside of the appropriate school buildings, through retrieval using school buses during regular route runs, or through retrieval by district staff through other means, dependent on the individual circumstances and the student's home situation.

STAFF/ADULTS

Staff/adults working in school with any of the following symptoms (new/different/worse from baseline of any chronic illness) should be **excluded from work** and encouraged to follow up with their healthcare provider:

ONE of the following:

1. Fever or feeling feverish
2. Cough
3. Shortness of breath

OR TWO of the following:

1. Muscle aches without another explanation
2. Chills
3. Sore throat
4. Headache
5. Vomiting or Diarrhea
6. Loss of taste or smell

They should not return until it has been:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

*(Employers **should not** require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.)*

STUDENTS

Student has **ANY** of the following symptoms (new/different/worse from baseline of any chronic illness):

- Temperature 100.4 or signs of fever (chills/sweating)
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache

EXCLUDE FROM SCHOOL

Student has **ANY** close contact or potential exposure risk in the past 14 days:

- Had close contact with a person with confirmed COVID-19
- Had close contact with person under quarantine for possible exposure to COVID-19
- Had travel history

NO

Student may return based on the guidance for their symptoms (see "**Managing Communicable Diseases in Schools**"):

1. Fever: at least 24 hours have passed with no fever, without the use of fever-reducing medications
2. Sore throat: improvement (if strep throat: do not return until at least 2 doses of antibiotic have been taken);
3. Cough/Shortness of breath: improvement
4. Diarrhea, vomiting, abdominal pain: no diarrhea or vomiting for 24 hours
5. Severe headache: improvement

1. Refer to Healthcare Provider
2. Refer to COVID-19 testing location for possible testing
*(Schools **should not** require testing results as a part of return to school policies.)*

Diagnosed with COVID-19 OR no other diagnosis available

HOME ISOLATION UNTIL:

- At least 10 days since symptoms first appeared **AND**
- At least 24 hours with no fever without fever-reducing medication **AND**
- Symptoms have improved

YES

COVID-19 Test Results NEGATIVE

Had close contact with a person with confirmed COVID-19 within last 14 days?

NO

YES

Finish 14 Day Quarantine