

MAS COVID-19

Parent Return to School Safely Preparedness Resource Guide



MISSION: *Milan Area Schools prepares individual learners to realize the best version of themselves, by creating a supportive, caring, and inclusive educational community.*

VISION: *Partnering together as a community, all individuals will achieve their greatest potential.*

BELIEF STATEMENTS:

Milan Area Schools believes...

- *All individuals have equal value and unique gifts*
- *In providing a safe and nurturing environment that contributes to successful learning*
- *In utilizing instructional strategies that are based on best practice*
- *In offering relevant learning*
- *In fostering an inclusive and affirming school culture*
- *In investing in student capacity to learn and In-Personal success*
- *In engaging the entire community to maximize student learning and preparedness*

The 20-21 school year will not resemble a typical school year. To be safe and offer as much face-to-face time with students as possible, it is important that all stakeholders work together to follow all of the safety precautions of the district when visiting district buildings, property, and events.

STAKEHOLDER RESPONSIBILITIES

<p>DISTRICT RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● Maintain a thoughtful and accessible Preparedness Plan using stakeholder input. ● Support schools in planning and implementing the Preparedness Plan. ● Communicate regularly with all stakeholders. ● Help schools identify needed resources in the community (academic, health, social, emotional).
<p>SCHOOL RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● Implement the Preparedness Plan. ● Communicate regularly with all stakeholders. ● Support teachers in planning and implementing the Preparedness Plan. ● Help families find needed resources in the community (academic, health, social).
<p>ALL STAFF RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● Complete daily COVID health screening protocol. ● DO NOT come to work if daily health screening determines the staff member should stay home. ● Strictly abide by all facial covering, social distancing, and other safety protocols.
<p>TEACHER RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● Make learning activities available in a timely manner. ● Be available to answer student, parent, or guardian questions. ● Communicate regularly with students (according to the District Plan). ● Provide a range of meaningful learning activities that meet the needs of all learners. ● Provide regular feedback to students on progress related to distance learning activities.
<p>STUDENT RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● Maintain a regular daily schedule, including healthy eating and sleeping habits. ● Review and set a schedule for learning activities. ● Engage in learning activities. ● Ask clarifying questions when you need help or don't understand. ● Be respectful to yourself, teachers, and peers. ● Actively participate in completing the daily COVID health screening protocol. ● Strictly abide by all facial covering, social distancing, hand sanitizing, and other safety protocols.
<p>PARENT / GUARDIAN / RESPONSIBILITIES</p>	<ul style="list-style-type: none"> ● Complete daily COVID health screening protocol on each student before boarding the bus or arriving at school.. ● DO NOT send students to school if daily health screening determines the student should stay at home. ● Each day, review and discuss with students their learning activities. ● Reserve a space for students to complete learning activities. ● Encourage students to get enough sleep. ● Set sensible time limits for technology use outside of learning activities. ● Help students establish and follow regular daily routines including designated time for the distance learning activities (as outlined below). ● Abide by all drop-off and pick-up guidelines.

This guide outlines several of the expectations and logistics for what school will look like at Milan Area Schools for the hybrid option. Our primary goal is to keep students and staff safe, so all members of the MAS community will be expected to follow safety precautions outlined in this guide along with some resource links for families. It is expected that staff, students, and families adhere to the expectations, practices, and procedures. The following sections are provided to help understand many of the components of a phase 4, hybrid model.



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Welcome Letter from the District Nurse

Dear Milan Area Schools (MAS) Parents/Guardians/Caregivers:

It is that time of year when we all look forward to returning to school. We find out our children's shoes no longer fit, their pants are a couple inches too short, they need a new lunch box, backpack, and all the supplies that go with it.

This year is a bit different than what we have become accustomed to. We must all wear face masks, be aware of social distancing, and refrain from our usual greetings, whether that is a hug, a handshake, a fist bump, or a high five. Our normal is different but we want to try and make it a comfortable, friendly, and accepting NEW NORMAL.

Milan Area Schools is asking you, and the entire community, to partner with us in creating a fun and exciting 2020-2021 BACK TO SCHOOL year. We want this year to be full of the energy and excitement that a typical BACK TO SCHOOL year looks like. Friends getting reacquainted, an eager anticipation to meet new classmates, teachers, administrators, and even the new school nurse.

Perhaps our students will be attending a new school, a new grade, or beginning their educational experience as a Kindergartner (The Graduating class of 2033). Our staff and administrators have been working hard all summer to help ensure our schools are ready for an exciting, fun and safe return to school this fall.

The Centers for Disease Control and Prevention (CDC) explain the important role schools play in supporting "the whole child". We will, as always, focus on academics along with growth in socialization practices, emotional and physical health and wellbeing, and life-long strategies for being an active contributing member of society.

Our schools will look a little different this year. There will be some distancing barriers in place, hand sanitizing stations scattered throughout each building and, of course, we will all be wearing face masks and practicing social distancing. These measures are necessary for us to apply so that we can have a happy, healthy and successful return to the 2020 - 2021 school year.

This handbook will provide you with informational guidelines such as how to check your student's health, at home, before coming to school. When your student must wear a mask, what lunchtime and recess will look like, hand sanitizing, social distancing and more. We will discuss MAS protocols, set in place, in the event a student or staff member becomes ill while at school; when a student or staff person must stay at home; and how and when related communication will be delivered between home and school.

Yours in health,
Kitty Heiss, RN, MSN Ed, CSN
Milan Area Schools District Nurse

Section 1: Personal Protective Equipment and Hygiene

Staff and students will be required to wear face coverings in buildings, on grounds, and on buses. Executive Order 2020-142 defines a facial covering as follows, “A facial covering is cloth material that covers the nose and mouth. Facial coverings may be secured to the head or simply wrapped around the lower face. They can be made of a variety of materials, such as cotton or linen, and may be factory-made or made by hand.” Cloth, washable face coverings will be provided to all staff and students. Families and staff are responsible for washing coverings daily. Signage explaining facial covering requirements will be prominent throughout all school facilities and on each school bus. Face coverings need to cover the mouth and nose. Noncompliance with facial covering requirements will be handled through regular disciplinary procedures. Noncompliance includes but is not limited to: not wearing a facial covering in a required location, not wearing a facial covering that meets the Michigan definition, not properly wearing a facial covering, repetitive need to be provided a facial covering, and not properly responding to a staff member’s request regarding facial coverings.

Educational materials, signage, and lessons will be provided to students on proper mask wearing, handwashing, sneezing, etc. MAS will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues). MAS will provide hand sanitizer in every classroom for preK-12 students and teachers and will require frequent use (i.e. class changes, room changes, lunch, etc.). Students will be encouraged and reminded to wash their hands at least once every 2-3 hours.

MAS will limit the sharing of student supplies. When supplies must be shared, they will be cleaned and sanitized appropriately. Students will be encouraged to have their own supplies. A list of needed supplies will be generated as appropriate for each grade level and or specific middle school or high school course. Individual buildings and teachers will provide families with recommended supplies for schools for families who wish to provide them for their students.

Family Resources:

- Masks: [How to Wear a Mask](#) [Protect You and Your Friends](#)
[Tips and Types](#) [How to clean masks](#)
- Germs: [Handwashing](#) [Sneezing/Coughing](#)

Section 2: Spacing and Movement

MAS will make every effort to maximize social distancing, both through minimizing student population in attendance and daily operating procedures. When feasible students will remain in small groups throughout the day to minimize the number of contacts for each student or staff member. In addition, when feasible, students will move throughout the building at different times, minimizing the number of students in the hallways at any given time.

Due to square footage limitations, desks may not be six feet apart in classrooms. In most classrooms desks will be between four feet and six feet apart. Students will be seated six feet apart while eating lunch. Extraneous furniture will be removed from classrooms and cafeterias to allow for maximum spacing of desks. In classrooms with desks, all desks will face forward when feasible. MAS teachers will be encouraged to keep six feet between themselves and students when possible. Social distancing signage will be placed throughout the buildings to help remind students of appropriate distancing, movement, and safety expectations.

Each building will have transitioning, movement, and restroom procedures which will be reviewed with students and enforced to maximize social distancing. Signage will be provided to help teach, reinforce, and remind students of building movement and spacing expectations.

Students should refrain from usual greetings, whether that is a hug, a handshake, a fist bump, or a high five.

Family Resources:

- Social Distancing: [Social Distancing](#) [Practice Social Distancing](#)

Section 3: Parent Pick Up/Drop Off

Students who arrive at school via a vehicle will go from vehicle to classroom. Only students doing school breakfast may go to the space designated for their building. Each building will outline specific pick-up and drop-off instructions. Buses will dismiss students in a tiered rotation, and students should report directly to breakfast or their classroom. Students can not congregate in the halls or common areas. At dismissal, students will be released in a tiered system to eliminate groupings of students.

Each building has defined specific times that students are allowed to be on property. Families will not be able to drop students off prior to the building’s earliest drop off time. Families will be required to pick their students up before the latest pick-up time . These times will be enforced by supervisors on school grounds.

	School Day	Earliest Drop Off Time	Latest Pick-Up Time
Paddock	8:50 AM - 3:35 PM	8:40 AM	3:45 PM
Symons	9:00 AM - 3:45 PM	8:50 AM	3:55 PM
MMS	7:45 AM - 2:26 PM	7:30 AM	2:41 PM
MHS	7:30 AM - 2:11 PM	7:00 AM	2:35 PM

The district buildings are closed to visitors unless it falls under an extenuating circumstance. If caregivers need to pick up a student, they will need to introduce themselves via the camera intercom and hold their IDs up to the camera lens.

Caregivers should make every effort to schedule appointments on the students' remote days to limit absences on face-to-face days. This will also limit the need for students to enter and exit the building during the school day.

Section 4: Cleaning

Custodial staff will clean frequently touched surfaces (including light switches, doors, benches, and bathrooms) at least once every four hours during the school day. These surfaces will also be cleaned each night. The cleaning process will be performed using either an EPA-approved disinfectant or diluted bleach solution. Staff members, with age appropriate student assistance, will be wiped down student desks with either an EPA-approved disinfectant or diluted bleach solution after every class period.

Playground equipment will be cleaned and treated with an EPA-approved protectant. Students will sanitize their hands before and after recess.

Section 5: Remote Learning

During Phase 4 hybrid model students will be remote learning 3 days a week. Each building in conjunction with individual teachers will share schedules, learning management systems, and time suggestions for remote days. Students are expected to keep up with the pacing, scope, and sequence of lessons.

MMS and MHS caregivers should make sure they have weekly PowerSchool notifications set up and have guardian access to the building selected Learning Management System.

Family Resources:

- [Seesaw](#)
- [Google Classroom](#)
- [Schoolology](#)
- [Comcast Internet Essentials](#) (application for affordable internet for low-income families)

Section 6: Food Service and Lunchrooms

Every effort will be made to space students 6 feet apart. When table configurations allow, students will all face the same direction. Seats will be assigned as appropriate. Students will keep their facial covering on until they reach their assigned seat. Facial coverings can be removed while seated and eating. Facial coverings must be put back on once a student has finished eating lunch, and before the student gets up from their assigned seat. When facial coverings are off, students must remain seated and socially distanced 6 feet apart. Students will not have access to microwaves, and school lunches will be grab and go options.

Serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks. Plexiglass barriers will be in place at all register stations. Students will be expected to wash and/or sanitize their hands when entering and exiting the lunchroom space.

Family Resources:

- [MAS Food Service Page with Menus](#)
- [Free and Reduced Lunch Application](#)

Section 7: Transportation

All staff and students will be required to wear face coverings on the bus. MAS will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus. Hand sanitizing and facial covering signage will be prominent on each bus. Proper cleaning and sanitizing will be performed regularly.

Section 8: Parent Visitors/Volunteers

To reduce and limit exposure to staff and students, MAS will not permit guests in buildings. This includes parents and caregivers at all times including drop-off and pick-up. The need for building access for extenuating circumstances will be determined on an individual basis. When extenuating circumstances allow adults to enter the building, MAS will screen guests for symptoms according to CDC guidelines and will require facial coverings. If necessary, facial coverings will be provided. Visitors will also have their temperature taken before leaving the main office. MAS will provide supplies for required hand sanitizing of all guests. Strict records will be kept for every visitor.

If students forget an item (i.e., lunch, Chromebook, book, assignment, etc.,) parents may drop off items at the students' schools. Each building will assist you via the video intercom system and direct you in a process to drop off the item.

Section 9: COVID Screening Protocol

As long as there are cases of COVID-19 in the community, there will be no way to prevent all risks of COVID-19 in schools. The goal is to keep the risk as low as possible and keep our schools and school activities as safe as possible. Attendance at school is very important to the development and well-being of our children. It provides proper education, social and emotional skills, safety, reliable nutrition, physical/speech and mental health therapy, and opportunities for physical activity, among other benefits. **However, students must not attend school if they are symptomatic in any way.** Our goal is to ensure that the benefits of in-person education far outweigh any risks.

For the health and safety of our students, MAS is requiring students to be screened for symptoms of COVID-19 before entering the school building. MAS and the CDC do not recommend that on site screening be conducted by schools due to the time and interruption to education this would cause.

MAS is requiring each family/student to complete the steps of the student screening below, prior to attending school, school activities, or sports. We ask that families commit to screening their students daily for the 2020-2021 school year, unless otherwise directed. Families must call the school's main office as soon as possible to let the building know if a child is not going to school due to potential COVID-19 symptoms.

Paddock: 734-439-5100

MMS: 734-439-5200

Symons: 734-439-5300

MHS: 734-439-5000

District attendance policies will be modified to accommodate COVID related absences.

Student Screening Protocol

Screen your student for the following symptoms daily before they leave for school. Follow the directions below if your student displays symptoms or has been exposed.

Symptoms (not related to a known or chronic medical condition other than COVID-19)

- Fever or chills
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Temperature 100.4 degrees Fahrenheit or higher
- Nausea, vomiting, diarrhea, or abdominal pain

Close Contact/Potential Exposure: In the past 14 days, has your student:

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19: OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to COVID-19; OR
- Had a travel history restricted by the CDC

If the answer is **YES** to any of the symptom questions, but **NO** to all close contact/potential exposure questions, your student may return to school when they have been symptom-free for 24 hours (without fever reducing medications).

If the answer is **YES** to any symptoms question and **YES** to any close contact/potential exposure question, and the student has not had a negative COVID-19 test result:

- keep your child(ren) home from school
- call the school as soon as possible to let them know the reason your child(ren) won't be in school
- call your healthcare provider - if you don't have one or cannot be seen, go to www.mi.gov/coronavirustest or call 2-1-1 for assistance
- isolate the student from others
- monitor the students health
- follow directions from the county health department

These students should remain at home until all three of the following are true:

- 10 days have passed since symptoms first appeared
- 24 hours have passed with no fever (without the use of fever-reducing medications)
- Other symptoms of COVID-19 are improving (*loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*)

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19.

The County Health Department will be contacted (after parents have been contacted) to assist in contact tracing and notification of vulnerable individuals.

Section 10: If a Student Becomes Symptomatic at School

MAS will ensure that ill students are placed in the designated quarantine area. Each building will have an identified staff person to serve as the "quarantine officer". These duties will take precedence over any other responsibilities. The district nurse will train the quarantine officers on protocols, safety, and procedures. Parents will be expected to pick-up symptomatic and sick children immediately and follow the return to school requirements. Ill students will be provided with a disposable surgical mask to place over their required facial covering.

When feasible and appropriate, students sent to the quarantine area will be asked contact tracing questions regarding the last 48 hours. Priority will be placed on those individuals that they were in contact with at school for a sustained 15 minute period.

If a student becomes symptomatic at school, all Washtenaw County Health Department guidelines will be followed and communicated to parents. Parents will be instructed to contact the building main office to report any symptoms they notice at home. MAS will require symptomatic students sent home from school to remain at home based on the guidelines provided in the COVID Screening Protocol in Section 9 of this document.

Most people do not require testing to decide if they can return to school; however, if your healthcare provider recommends testing, they will let you know when you can return to school based on your test results.

With the support of the County Health Department, all individuals who have been in contact with a lab or clinically diagnosed case of COVID-19 will be notified ASAP. Close contacts will be prioritized.

Families Resources:

- [Family Planning Checklist](#)
- [Explaining the Coronavirus to Children](#)
- [Parent Guide for Talking to and Supporting Students](#)

Section 11: When a Student Should Stay Home From School

The decision to send students to school or any school activities (including sports) should be guided by the COVID Screening Protocol in Section 9 of this document.

While COVID-19 transmission is high at a global level, all international travelers should stay home for 14 days after returning from travel, monitor their health, and practice social distancing.

Students who are excluded from school will be afforded the opportunity, to participate in class work if able, and to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

Section 12: What happens when someone gets COVID-19?

If MAS becomes aware of a case of COVID-19 of a student or staff member, we will notify the health department immediately. The health department will notify our designated contact person if they become aware of a case. Only select personnel will know the identity of the individual with COVID-19. These individuals are critical to helping the health department determine close contacts to the case and what areas of the school need deep cleaning and disinfection. The identity of the case is otherwise kept confidential, following FERPA (for schools) and HIPAA (local health department) regulations.

A person with COVID-19 is considered contagious 2 days (48 hours) before symptoms begin and until 10 days after symptom onset. If they never have symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 nasal/throat swab test was performed. Close contacts to a person with COVID-19 are at risk of getting sick. They must be identified and be quarantined.

What is a close contact?

For COVID-19, a close contact is most often defined as someone who has been within 6 feet of an infected person for at least 15 minutes, with or without a face covering. Every case is different, however, and the local health department will look at how COVID-19 is spread and how people get infected when figuring out close contacts. The local health department determines close contacts every day through contact tracing and communicable disease investigation.

It will be very helpful for parents to keep note of where their student goes and who they spend time with outside of school. This will help identify close contacts should someone become infected.

The importance of assigned seating and keeping students from mingling together as much as possible in order to reduce the spread of disease can not be stressed enough. MAS knows that children don't like assigned seats or losing freedoms, but it is a necessity this school year.

If a student tests positive in a diagnostic COVID-19 test but **does not get symptoms**, they should stay home until:

- At least 10 days have passed since the positive result in the diagnostic test (assuming no symptoms appeared during that time) (preferred)
- they have two negative results, spaced at least 24 hours apart, based on authorized COVID-19 diagnostic tests by a medical professional.

Section 13: Contact Tracing

Contact Tracing is a public health tool that is used to help stop the spread of certain communicable diseases. For schools, it involves identifying others that may have had recent close contact with a person confirmed to have the virus and giving that information to the local public health department. The local public health department will provide guidance on how to stay safe, protect others, and quarantine to prevent further spread of the virus.

Quarantine separates people who were exposed to a contagious disease from others in order to monitor them for development of symptoms or illness. This is important because people who are infected with COVID-19 are contagious two days before they develop any symptoms. Therefore, unless they are kept separated from other people, they may spread the illness without even knowing it. Since close contacts are not yet known to be infected, the contacts to those contacts do not need to be in quarantine and do not need to be identified or contacted. Not every close contact will get COVID-19, but, because it is a contagious virus, we must be cautious.

Section 14: Athletics and Extracurricular Activities

MAS will comply with all guidance published by the Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS). MAS reserves the right to enforce stricter guidelines than those provided by MHSAA and NFSS (including the cancellation of athletic practices and/or events).

The determination on conducting extracurricular activities will be made on a case-by-case basis. If an extracurricular activity is allowed to occur, facial coverings will be required.