

Newaygo Public School District

**COVID-19 Preparedness and
Response Plan**

(Executive Order 2020-142 District Preparedness Plan)

Revised 2:00 p.m.
08/05/2020

Name of District: Newaygo Public Schools

Address of District: 360 Mill St, PO BOX 820, Newaygo, MI 49337

District Code Number: 62070

Web Address of the District: www.newaygo.net

Name of Intermediate School District: Newaygo County RESA

Name of Authorizing Body (if applicable):

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.

District and Building Implementation Plan (Phase 1, 2, or 3):

The District plans to use a delivery model of remote instruction utilizing the learning management system Google Classroom as the primary mode of instruction with additional platforms being used to supplement instruction. For those students that do not have a device, the District will provide devices for students in grades 3-12. Devices will be provided for students in grades K-2 that do not have access to them at home, to the extent feasible. Students without devices or internet access will have access to instructional materials through a weekly instructional packet. Instructional materials (i.e., paper, pencils, etc.) will be made available to families that do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. The District will do everything it can to meet student/family needs and allow for full participation.

Teachers/Staff will be expected to make multiple weekly contacts with students/families and have two-way communication. Contact may be made through the use of technology or through weekly phone calls. For students with technology access, teachers will also communicate multiple times each week through the learning management system, with an emphasis on continuing to build relationships and maintain connections. If students have limited access to technology, teachers will provide instructional resources that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology, by phone or text, or by having students write letters to classmates.

For students with technology access, content will be delivered through the online learning management system, Google Classroom, along with supplemental platforms being used if necessary. Teachers will be on campus and accessible during regular contract hours. They will be available for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. For those students without technology, the main mode of delivery will be through hard copy instructional resources. This will be supplemented with phone conferencing to support instruction. The instructional resources may be provided during meal distribution, mailed, or delivered to the students’ home.

For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the learning management system, Google Classroom.

Teachers will provide feedback to students on assignments through the learning management system as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional resources will be collected/returned each week (via mail or drop-off to District buildings). Teachers will review and provide feedback to the student during their weekly communication (phone call, virtual meeting, or email). Feedback from the teacher will include differentiated work as needed, along with examples to support student learning. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, instructional resources may be mailed, or returned to any of the District buildings.

The plan will be communicated through our Skyward-Skylert communication platform, according to the preferences our parents/guardians have chosen in that system. Parents will receive an email with the plan attached, and/or a voice message and/or text message directing them to our District website where they can access. The plan will be posted in a prominent location on our District website, and a link will also be posted on our District and building Facebook pages.

For our students in dual enrollment courses, we will be working with the provider to determine next steps. We will ensure that the students have the appropriate materials and support to complete these courses. For students enrolled in CTC programs, we will work with the CTC Principal/Director to ensure our students have the ability to complete these courses. When needed, the District will ensure the student has the necessary resources.

Teachers will monitor student wellness, engagement, and completion of assignments for all students. They will also keep a log of communication with students and families. All student work will be reviewed and graded. They will also need to keep a log of all communication with students and families. Inconsistent completion and/or communication with a parent or student will be raised to the principal or counselor level to develop a plan to connect with the student and family. Additional support agencies may be sought to make these connections (DHHS, ISD supports etc.)

The District will screen students to determine current mental health needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors (school counselor, interventionists, ISD supports) will reach out to individual students and families to determine what they may need. District staff will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor and assess the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal or counselor to make the necessary follow-up. The District will follow up with periodic surveys for students and teachers will continue to follow up with students as needed based on survey results. The principal will hold weekly meetings with teachers and other key staff to identify any additional students or families in need.

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.

District and Building Implementation Plan:

- District face covering requirements will be that all staff and students in grades K-12 when on a school bus, in indoor hallways and common areas will be required to wear facial covering. All staff and students grades K-12 will be required to wear a facial covering when in a classroom unless students in grades K-5 remain with their classes throughout the school day and do not come in “close contact” (i.e., less than 6 feet apart for more than 15 minutes) with students from another classroom. Staff will wear facial coverings at all times except during meals.
- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in all District to parent communications, all handbooks, all student orientations, and all staff orientations.
- Students and parents will sign-off on their awareness of the face coverings requirement before the students are permitted on the bus or to enter the classroom on the first day of school.
- Signage will be prominent throughout all school facilities and clearly identify who is required to wear face coverings in each designated area of the building, grounds, or bus.
- Face coverings will be ordered and available to every student and staff member on a daily basis. These will be placed on busses and available at building entrances each day. There will be face coverings available in each school building office. NPS will be responsible for laundering any District-owned reusable face coverings.
- Fabric and clear face coverings will be provided to K-5 teachers. Any other teacher at any grade level may also request a clear face covering if they so choose.
- Fabric, District-owned face coverings will be turned in at the end of each day in designated areas (in some cases these will need to be collected by bus drivers as students exit the bus) and will be laundered by the District utilizing Cintas. Disposable masks will be disposed of daily.
- Individuals (staff or students) who claim a medical exemption will need to meet with the building Principal/School Nurse to provide rationale and proper medical documentation from a medical professional.
- Students who incapacitated or unable to remove their own mask may also be exempt from face covering requirements.
- Exempted individuals will be recorded in a master database. The database will be shared with the necessary staff members to ensure compliance but will be otherwise safeguarded and confidentially protected to the extent permitted by law.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented.
- Students showing patterns of non-compliance will be removed from the school building and placed into virtual 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 virtual instruction.
- Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.

- Guests to the school building (presenters, substitute teachers, etc) will be issued a face covering upon signing in at the main office and will be instructed to wear the face covering at all times. Instances of non-compliance will result in the guest being escorted from the building by the school safety officer or building administrator.
- In instances of uncertainty about individuals not wearing face coverings, these matters will be relayed to the building administration for review and decisive action.

2. Hygiene

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

District and Building Implementation Plan:

- Every classroom will be supplied with multiple bottles of hand sanitizer and have access to hand washing stations. There will also be cleaning wipes available in all classrooms, offices, and busses.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule (i.e., handwashing with soap and water every 2-3 hours)
 - Room and materials cleaning schedule
- Teacher or school nurse will teach students the following to students on the first day of school and reinforce weekly or more often as needed (this may be done via video)
 - proper handwashing on the first day of school and reinforce weekly or more often if needed
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- Proper mitigation strategies including hand washing and sneezing will be communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.
- NPS staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues
 - Post signage related to cleaning and hygiene strategies in each room, restroom, throughout the hallways
 - Monitor hygiene supplies and refill as needed.
- Sharing school supplies will be limited, and each student will have their own supply box for materials.
- A list of these supplies will be generated as appropriate for each grade level and or specific middle school or high school course and posted to the school website.

3. Cleaning

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

District and Building Implementation Plan:

- District Level Administrators and Building Operations will meet to review all guidance

related to cleaning and disinfecting of buildings and to review the Building Operations the MI Safe Schools: Michigan's 2020-21 Return to School Roadmap.

- An inventory related to all cleaning supplies that are in compliance with the EPA-approved related to COVID will be taken and orders will be made to address increased cleaning protocols.
- Cleaning stations will be identified around the building that hold materials for usage in different wings. I.e. Gym storage room, custodial closet in 5th grade hallway, etc..
- All classrooms will be provided with EPA-approved disinfectant wipes, face shield and gloves in order to address new cleaning protocols. Staff must wear gloves, a mask and face shield when cleaning.
- Each building custodial team and administrator will tour their building and identify areas of frequent usage throughout the building. A map will be created and kept secure in the head custodian room and office to ensure compliance when custodial substitutes are in the building.
- Custodial staff will walk the building wiping all high frequency usage areas every 3-4 hours and following any evening activities in the building. Staff will note the time and date and initials on a chart that is kept daily.
- All special classrooms i.e. art, music, gym and media centers will have EPA-approved cleaning supplies stored in the classroom away from students. The teacher of record for the area will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students desks every time students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will continue to be maintained regularly with high touch areas disinfected multiple times per week.
- A training on cleaning materials and protocols will be provided to the staff through a virtual meeting the first week of school. This training will show the use of PPE when cleaning, protocols for the classroom and storage of cleaning materials.

4. Athletics

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

District and Building Implementation Plan:

- All athletic programming will follow the current MHSAA guidelines and the COVID policies set for each season.
- Prior to and after any practice or event, all staff and athletes will be required to wash their hands, and all equipment will be disinfected by staff.
- Every participant should confirm that they are healthy and without any symptoms prior to any event.
- Athletes and coaches will maintain social distancing protocols whenever feasible. There will be no handshakes, fist bumps, high fives, or unnecessary contact.
- Spectators will be required to have facial coverings and adhere to social distancing protocols. In the event a spectator can tolerate a mask, but refuses to wear one, they will not be asked to leave the event.
- The District will follow all gathering limits for indoor and outdoor activities. Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another.

- The weight room and conditioning activities that require shared equipment will be suspended.
- All athletes will have their own water bottle that will be clearly marked with their name. There will be no sharing of water bottles, cups or water jugs provided.

5. Screening

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

District and Building Implementation Plan:

- For School Staff and Administration: Per EO 2020-145: Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID19.
- Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through the Google form, their direct supervisor, as well as through Red Rover. The school health official or administration will monitor this form daily and follow up with any symptomatic person to direct where, when, and how to get tested and to report those results back to the school as soon as available.
- Positive tests for staff members will result in a required quarantine away from school for 14 days.
- For Students: It is recommended that families screen students daily before arrival to school. Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day prior to sending students to school, school activities, and school sports.
- We will follow District Health Department #10 guidance for screening and exposure plans.
- Each school building will identify a remote and secluded room to serve as an isolation area. This room will be outfitted with appropriate PPE, sanitizing wipes, portable two-way radios, and log sheets.
- Each building will have identified and trained staff who are able serve as the “quarantine officer”. These duties will take precedence over any other responsibilities.
- Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area until they can be picked up.
- Parent communication will be made immediately with clear and concise directions on where and how to pick up the student and how to contact the Health Department.
- A designated person (office staff) will contact the student/family each day after removal until test results are provided and verified before the student can return to school.
- During the time of quarantine, the student will be asked to self identify the location and individuals they came into contact with for the past 48 hours to the best of their recollection. Priority will be placed on those individuals that they were in contact with for a sustained 15 minutes or more.
- The health department will be contacted after parents have been contacted to assist in

contact tracing and notification of vulnerable individuals.

6. Testing

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

District and Building Implementation Plan:

- NPS will cooperate with the local public health department regarding implementing protocols for screening and testing students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.
- Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families should be 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.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.
- Parents and guardians are encouraged to check students' temperature at home every morning using oral, tympanic (ear), or temporal scanners; students with a temperature of 100.4 or greater must stay home and consider coronavirus testing.
- Parents and guardians are encouraged to monitor for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the parent or guardian to keep the student home from school and to follow up with their primary care provider.

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).

District and Building Implementation Plan:

- A weekly meeting will be held with District transportation supervisors to review the criteria required for level IV and discuss concerns or issues arising.
- Signage will be added to each bus to address the use of face masking of all students and drivers, use of hand sanitizers and cleaning protocols.

- Hand Sanitizer and clean masks will be on each bus for students. When a student enters the bus, they will be asked to use hand sanitizer immediately. If a student does not come onto the bus with a mask, one will be provided.
- We will assess the number of buses that may be on the road and re-evaluate weekly based on student participation rates.
- Each bus will have hand sanitizer, and masks available daily for students.
- A disinfecting sprayer and EPA approved solution will be used prior to and after each bus run prior to any new students being allowed on the bus. There will also be disinfecting wipes available on each bus for any necessary cleaning.
- Busses will be properly cleaned after the departure of the last child from each run once the bus has returned to the transportation garage. Logs and video will be maintained for a period of 90 days.
- Communication will be sent out to families related to the mandatory nature of wearing a face mask on the bus and that all staff and students, if medically feasible, must wear it in order to be transported, unless “It is determined on a case by case basis that it is not safe for the bus driver to wear a facial covering.” Face shields will also be available to any drivers requesting them.
- Communication documents will be developed to enable the drivers of the buses to know what the safety plans are for any specific students and who for medical reasons will not be wearing a face mask.
- Professional development will be required for all bus drivers related to the changes including the appropriate usage of face masks and policies regarding the requirement of their usage on the bus, hand sanitizing, and cleaning protocols to address the cleaning and disinfecting of the bus before and after every route. A check sheet with time and date of each cleaning will be provided to staff to complete each time the bus is cleaned.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped.
- On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. This will be noted in the cleaning log.

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.

- While in Phase 5 of the Michigan Safe Start Plan, the District will continue to implement the same cleaning protocols they utilized in Phase 4.
- The District will continue to have face masks, face shields, and hand sanitizer available on a daily basis and will encourage face coverings to be worn by all students in grades 6-12 and any students K-5 who are in common areas.
- Proper handwashing, coughing and sneezing techniques will continue to be reinforced and signage will be in classrooms, and common areas.
- Hand sanitizer upon exit and entrance will be recommended, and desks will be wiped down between classes with high touch areas around the District being cleaned and logged every 3-4 hours.
- A staff screener will continue to be required daily, and students and families will be asked to do a self-screener at home daily.
- In the event that a student is ill or becomes ill at school, each building will have a designated quarantine area and staff members who are properly trained to assist. Parents will be called and the student will be kept in quarantine until a parent can pick them up. Information on testing, and health department contacts will be given to the family upon pickup.
- The District will follow the same testing protocols associated with Phase IV and will work

directly with the health department and follow their guidance.

- Athletics will follow all MHSAA guidelines as recommended. No sharing of water bottles or equipment if not necessary. Equipment will continue to be cleaned and disinfected daily.
- The District will continue to have hand sanitizer and face coverings available daily and encourage use of the face coverings whenever medically feasible while on District busses.
- Busses will be sanitized before and after bus runs, and wipes will be available on each bus.

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*.

NPS will include all highly recommended protocols from the Return to School Roadmap in Phase 5.

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*.

NPS will not remove any highly recommended protocols prompted above from the Return to School Roadmap in Phase 5.

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**.

(Indicate Yes or No here) Suggested to develop in consultation with your legal counsel.

- No. NPS will not remove any highly recommended protocols prompted above from the Return to School Roadmap in Phase 4. It may not, however, be physically feasible for the District to space desks six feet apart in classrooms.

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:

Link to the approved Plan posted on the District/PSA/nonpublic school website:

www.newwaygo.net

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: Dr. Peggy Mathis

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

Date Submitted to State Superintendent and State Treasurer: To be completed by ISD Superintendent