



Negaunee Public Schools COVID-19 Preparedness and Response Plan 2020-21 School Year



The following plan is designed to give staff, students and parents some direction when planning for the 2020-21 school year. There are three subplans within this document. The first covers what will occur if Region 8 (Upper Peninsula of Michigan) is in Phases 1-3 of the Michigan Safe Start Plan. The second focuses on what face to face instruction will look like if Region 8 is in Phase 4 of the Michigan Safe Start Plan, while the final subplan will describe what face to face instruction will appear in Phase 5 of the Michigan Safe Start Plan. Currently, Region 8 is in Phase 5 of the Safe Start Plan. This plan can change between now and the start of the 2020-21 school year. This is our best projection on how Negaunee Public Schools will begin instruction this upcoming year.

Phases 1, 2 or 3 of the Michigan Safe Start Plan (Distance Learning; No face-to-face instruction)

- Negaunee Public Schools will close its buildings to anyone except:
 - 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.
 - Food-service workers preparing food for distribution to students or their families.
 - Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- Negaunee Public Schools will suspend athletics, after-school activities, inter-school activities, and busing.
- Negaunee Public Schools 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.
- Negaunee Public Schools will provide for the continuation of food distribution to eligible students.
- Negaunee Public Schools will prohibit indoor assemblies that bring together students from more than one classroom.
- Negaunee Public Schools will cooperate 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.
- Negaunee Public Schools will provide a distance learning program for students in grades preK-12. The brief summary of how the distance learning program will operate is below:
 - Negaunee Public Schools will use a variety of methods when providing alternative modes of instruction other than face to face instruction. We will determine internet accessibility at home by providing a survey for families to take. If a student has strong enough internet service, he/she will receive instruction from their teacher via Google Classroom, Hippo Video, Google Meet and Zoom. When online instruction begins, teachers will load pre-recorded lessons every Monday morning. The students will click on the link in

Google Classroom to watch the lesson(s). Due to the availability of space within our Google license, teachers will actually record the lessons using Hippo Video. Once the recording is complete, Hippo Video will create a link to the video on their site. This link will be copied and pasted onto the teachers' Google Classroom. Two different times during the week, our teachers will have "office hours." This will be done in a live format using either Google Meet or Zoom. Students will receive an invitation from their teacher and can participate in a question and answer session. Two one-hour sessions are required for each teacher. Students will turn assignments in to their teacher electronically. In most situations, students will share their assignments with the teacher through Google Classroom.

- If a student participates in on-line instruction, they must have internet service capable of streaming live video. If they do, they will also need access to an electronic device (computer, tablet, Chromebook, etc...). We will offer students to "check-out" Chromebooks from our District. They will sign a waiver prior to checking them out. The Chromebooks have security installed, so there won't be any issues with inappropriate sites. During the COVID-19 shutdown to end the 2019-20 school year, we checked out over 500 machines.
- If a student does not have Internet at home, they will receive instruction via learning packets. Teachers will create packets of information (notes from the lesson, assignments, etc . . .) for the students. These will be delivered by our school buses every Monday morning. Students will have the week to work on the assignments. Students will also be encouraged to call the teacher with questions during the office hours the teacher has set aside. These weekly assignments will be due the following Monday. An instructional aide, who will be riding on the school bus, will collect the finished homework at the same time the new packet is given. Teachers will then grade the assignments once they have received them. If a student does not have internet access, but they do have a computer at home, they will receive a flash drive in their packet with the recorded lessons on them. By having the flash drives, students will be able to view the lesson in the same way an on-line student can.

Phases 4 of the Michigan Safe Start Plan (Face-to-face instruction)

Safety Protocol #1: Personal Protection Equipment (PPE)

- Facial masks must always be worn by Negaunee Public Schools staff except for meals. Facial masks may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial mask must not wear one. Any staff member that is incapacitated or unable to remove the facial mask without assistance, must not wear a facial mask.
 - PreK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial masks must be washed or changed daily.
 - Disposable facial masks must be disposed of at the end of each day.
- Facial masks must always be worn by Negaunee Public Schools preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial mask must not wear one. Any staff or student that is incapacitated or unable

to remove the facial mask without assistance, must not wear one. Facial masks may be homemade or disposable level-one (basic) grade surgical masks.

- Facial masks must always be worn in hallways and common areas by Negaunee Public Schools preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial mask must not wear one. Any student that is incapacitated or unable to remove the facial mask without assistance, must not wear one. Facial masks may be homemade or disposable level-one (basic) grade surgical masks.
 - Homemade facial masks should be washed or changed daily.
 - Disposable facing masks must be disposed of at the end of each day.
 - Note: Students with significant disabilities preventing the use of facial masks are referred to forthcoming guidance from MDE.
- Facial masks must always be worn in classrooms by all Negaunee Public Schools' students grades K-12. Any student who cannot medically tolerate a facial mask must not wear one. Any student who is incapacitated, or unable to remove the facial mask without assistance, must not wear one.

Safety Protocol #2: Hygiene

- Negaunee Public Schools 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, and signs reinforcing proper handwashing techniques).
- Negaunee Public Schools' staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Negaunee Public Schools will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.
- Negaunee Public Schools custodial staff will systematically and frequently check and refill soap and hand sanitizers.
- Negaunee Public Schools' students and teachers must have scheduled handwashing with soap and water every 2-3 hours.
- Negaunee Public Schools staff will reinforce the limiting of sharing personal items and supplies such as writing utensils.
- Negaunee Public Schools students' personal items will be separated and in individually labeled cubbies, containers, desks or lockers.
- Negaunee Public Schools will limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Negaunee Public Schools will procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

Safety Protocol #3 Spacing Movement

- Negaunee Public School will attempt to distance students six feet apart in classrooms.
- In classrooms where large tables are utilized, Negaunee Public Schools will space students as far apart as feasible.
- As feasible, NPS teaching staff will arrange all desks facing the same direction toward the front of the classroom.

- NPS teachers should attempt to maintain six feet of spacing between themselves and students as much as possible.
- Family members or other guests are not allowed in any NPS school building except under extenuating circumstances determined by district and school officials.
- NPS custodial staff will post signage to indicate proper social distancing.
 - Floor tape or other markers should be used at six- foot intervals where line formation is anticipated.
 - Provide social distancing floor/seating markings in waiting and reception areas.
 - Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering any NPS school building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- If a classroom has windows that can open, NPS teaching staff should open them as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.
- NPS staff will encourage the flow of foot traffic to be directed in only one direction, if possible.
- Entrances and exits of any NPS school building will be kept separate to keep traffic moving in a single direction.

Safety Protocol #4 Screening Students and Staff

- NPS will cooperate with the local public health department regarding implementing protocols for screening students and staff.
- Every NPS school building will identify and designate a quarantine area and a staff person to care for students who become ill at school.
- NPS students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Any NPS symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- NPS Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If our staff exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home. A monitoring form for screening employees has been developed.
- NPS 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 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- NPS Families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Safety Protocol #5: Testing Protocols for Students and Staff and Responding to Positive Cases Screening Students and Staff

- Negaunee Public Schools will cooperate with the Marquette County Health Department regarding implementing protocols for screening students and staff.
- NPS 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.
- NPS 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, from NPS, who are sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- NPS families will 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, NPS will make immediate efforts 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. NPS students and staff will be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members will not take place. Instead, only those that develop symptoms will require testing for COVID-19.

Safety Protocol #6: Responding to Positive Tests Among Staff and Students

- Negaunee Public Schools will cooperate with the Marquette County Health Department if a confirmed case of COVID-19 is identified, and will 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 at the school.
- NPS staff will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.
 - Marquette County Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Marquette County health officials, depending on the situation, may identify other contacts who require quarantine. NPS will help the Marquette County Health Department by collecting data and contact information of those exposed.
 - Negaunee Public Schools will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information.
- NPS employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- NPS custodial staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

- Individual classrooms may be closed for 24 hours before cleaning to minimize the risk of any airborne particles.

Safety Protocol #7: Food Service, Gathering, and Extracurricular Activities

- Negaunee Public Schools will prohibit indoor assemblies that bring together students from more than one classroom.
- NPS classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met in our cafeterias.
- Meal times will be staggered to create seating arrangements with six feet of distance between students.
 - NPS serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.
 - NPS students, teachers, and food service staff should wash hands before and after every meal.
- NPS students, teachers, and staff should wash hands before and after every event.
- NPS will suspend large scale assemblies of more than 50 students.
- NPS will suspend off-site field trips that require bus transportation to an indoor location.
- Recess will be conducted outside whenever possible with appropriate social distancing. If more than one class is outside, students will wear facial coverings.
- At specific grade levels, meals will be delivered to classrooms with disposable utensils.
- NPS extracurricular activities may continue with the use of facial coverings.

Safety Protocol #8: Athletics

- Negaunee Public Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- NPS students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event. The MHSAA COVID-19 medical form will be used.
- All equipment must be disinfected before and after use by NPS staff and/or students.
- Competitions against other schools may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use.
- Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. NPS staff will mark entry and exit points to prevent crowding.
- Each NPS athlete will use a clearly marked water bottle for individual use. There will be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur between NPS athletes.
- NPS will suspend indoor weight rooms and physical conditioning activities that require shared equipment. Outdoor physical conditioning activities are allowed while maintaining social distancing.

- NPS will suspend large scale indoor spectator events. 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.

Safety Protocol #9: Cleaning

- NPS custodial staff will clean frequently touched surfaces including light switches, doors, benches and bathrooms at least every four hours.
- NPS staff will clean libraries, computer labs, art rooms, and other hands-on classrooms after every class period.
- Student desks will be wiped down with either a disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning.
- NPS custodial staff will ensure 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.
- NPS staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Safety Protocol #10: Busing and Student Transportation

- NPS will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- NPS bus drivers, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. 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 Marquette County Health officials.
- NPS transportation staff will clean and disinfect transportation vehicles before and after each use. Children will not be present when a vehicle is being cleaned.
- NPS transportation 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 morning routes and prior to afternoon routes.
- NPS transportation staff will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- NPS has created a plan for getting students home safely if they are not allowed to board the vehicle.
- If an NPS student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above. If an NPS driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, NPS bus drivers will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, NPS bus drivers will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Safety Protocol #11: Medically Vulnerable Students and Staff

- NPS Special Education Staff and District Health Coordinator will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- NPS staff has created a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments.

Safety Protocol #12: Mental & Social-Emotional Health

- Negaunee Public Schools will implement a mental health screening for all students by a trained professional. The screening will be compliant with HIPAA and FERPA policies. Screening instructions will provide age-appropriate and transparent disclosure of protocols in place to protect confidentiality while adhering to mandated reporting guidelines.
- NPS will establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- NPS will provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- NPS has identified point personnel or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
- NPS has established a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- NPS has compiled and will regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- NPS has established ongoing reporting protocols for school staff to evaluate physical and mental health status.
- NPS will continue to provide resources for staff self-care, including resiliency strategies.
- NPS has designated a school-based mental health liaison who will work across the school, local public health agencies, and community partners.
- NPS will continue to leverage MDE resources for student and staff mental health and wellness support.
- NPS has activated communication channels for school stakeholders to address mental health concerns resulting from COVID-19. We will be using OK2SAY
- NPS will communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19;
 - Understanding normal behavioral response to crises;
 - General best practices of talking through trauma with children

- Positive self-care strategies that promote health and wellness.

Phases 5 of the Michigan Safe Start Plan (Face-to-face instruction)

Safety Protocol #1: Personal Protection Equipment (PPE)

- Facial masks must always be worn by Negaunee Public Schools staff except for meals. Facial masks may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial mask must not wear one. Any staff member that is incapacitated or unable to remove the facial mask without assistance, must not wear a facial mask.
 - PreK-5 and special education teachers should consider wearing clear masks.
 - Homemade facial masks must be washed or changed daily.
 - Disposable facial masks must be disposed of at the end of each day.
- Facial masks must always be worn by Negaunee Public Schools preK-12 students, staff, and bus drivers during school transportation. Any staff or student that is unable to medically tolerate a facial mask must not wear one. Any staff or student that is incapacitated or unable to remove the facial mask without assistance, must not wear one. Facial masks may be homemade or disposable level-one (basic) grade surgical masks.
- Facial masks must always be worn in hallways and common areas by Negaunee Public Schools preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial mask must not wear one. Any student that is incapacitated or unable to remove the facial mask without assistance, must not wear one. Facial masks may be homemade or disposable level-one (basic) grade surgical masks.
 - Homemade facial masks should be washed or changed daily.
 - Disposable facing masks must be disposed of at the end of each day.
 - Note: Students with significant disabilities preventing the use of facial masks are referred to forthcoming guidance from MDE.
- Facial masks must always be worn in classrooms by all Negaunee Public Schools' students grades K-12. Any student who cannot medically tolerate a facial mask must not wear one. Any student who is incapacitated, or unable to remove the facial mask without assistance, must not wear one.

Safety Protocol #2: Hygiene

- Negaunee Public Schools 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, and signs reinforcing proper handwashing techniques).
- Negaunee Public Schools' staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.
- Negaunee Public Schools will educate staff and students on how to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed or sanitized immediately using proper hand hygiene techniques.

- Negaunee Public Schools students will wash their hands or use hand sanitizer upon entering any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.
- Negaunee Public Schools custodial staff will systematically and frequently check and refill soap and hand sanitizers.
- Negaunee Public Schools staff will reinforce the limiting of sharing personal items and supplies such as writing utensils.
- Negaunee Public Schools students' personal items will be separated and in individually labeled cubbies, containers, desks or lockers.
- Negaunee Public Schools will limit the use of classroom materials to small groups and disinfect between use, or provide adequate supplies to assign for individual student use.
- Negaunee Public Schools will procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.

Safety Protocol #3 Spacing Movement

- Negaunee Public Schools will attempt to distance students six feet apart in classrooms.
- In classrooms where large tables are utilized, Negaunee Public Schools will space students as far apart as feasible.
- As feasible, NPS teaching staff will arrange all desks facing the same direction toward the front of the classroom.
- NPS teachers should attempt to maintain six feet of spacing between themselves and students as much as possible.
- NPS custodial staff will post signage to indicate proper social distancing.
 - Floor tape or other markers identifying social distance intervals where line formation is anticipated.
 - Provide social distancing floor/seating markings in waiting and reception areas.
 - Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Adult guests entering any NPS school building should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.
- If a classroom has windows that can open, NPS teaching staff should open them as much as possible, weather permitting. Considerations should be made for students with allergy-induced asthma.
- NPS staff will encourage the flow of foot traffic to be directed in only one direction, if possible.
- Entrances and exits of any NPS school building will be kept separate to keep traffic moving in a single direction.

Safety Protocol #4 Screening Students and Staff

- Every NPS school building will identify and designate a quarantine area and a staff person to care for students who become ill at school.

- NPS students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a mask in place until they can be picked up. Identified school staff caring for these children should wear a mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.
- Any NPS symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- NPS Staff will keep strict records, including date and time, of non-school employees or other visitors entering and exiting the building.
- NPS Staff should conduct daily self-examinations, including a temperature check, prior to coming to work. If our staff exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they will stay home. A monitoring form for screening employees has been developed.
- NPS 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 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- NPS families are encouraged to monitor their children for symptoms of COVID-19. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Safety Protocol #5: Testing Protocols for Students and Staff and Responding to Positive Cases Screening Students and Staff

- NPS 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. Off-site testing will be encouraged.
- NPS 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, from NPS, who are sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- NPS families will 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, NPS will make immediate efforts 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. NPS students and staff will be closely monitored for any symptoms of COVID-19. At this time, empiric testing of all students or staff members will not take place. Instead, only those that develop symptoms will require testing for COVID-19.

Safety Protocol #6: Responding to Positive Tests Among Staff and Students

- NPS staff will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.

- Marquette County Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. Marquette County health officials, depending on the situation, may identify other contacts who require quarantine. NPS will help the Marquette County Health Department by collecting data and contact information of those exposed.
- Negaunee Public Schools will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information.
- NPS employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.
- NPS custodial staff will wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.

Safety Protocol #7: Food Service, Gathering, and Extracurricular Activities

- NPS serving and cafeteria staff will use barrier protection including gloves, face shields, and surgical masks.
- If feasible, meal times will be staggered to create seating arrangements with six feet of distance between students.
- NPS students, teachers, and staff should wash hands before and after every event.
- At specific grade levels, meals will be delivered to classrooms.
- NPS field trips can occur. If transportation is included, facial coverings must be worn.
- NPS after school programs may continue with the use of facial coverings.
- All gatherings, including those that occur outdoors should comply with current and future executive orders that set caps on congregations of people.

Safety Protocol #8: Athletics

- Negaunee Public Schools will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).
- When NPS hosts an event, indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.
- NPS students, teachers, and staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event. The MHSAA COVID-19 medical form will be used.
- All equipment must be disinfected before and after use by NPS staff and/or students.
- Each NPS athlete will use a clearly marked water bottle for individual use. There will be no sharing of this equipment.
- Handshakes, fist bumps, and other unnecessary contact will not occur between NPS athletes.
- NPS Buses must be cleaned and disinfected before and after every use.

Safety Protocol #9: Cleaning

- NPS custodial staff will clean frequently touched surfaces including light switches, doors, benches and bathrooms at least every four hours.
- NPS staff will clean libraries, computer labs, art rooms, and other hands-on classrooms after every class period.
- Student desks will be sanitized with either a disinfectant or diluted bleach solution after every class period.
- Playground structures will continue to undergo normal routine cleaning.
- NPS athletic equipment will frequently be cleaned with either a disinfectant or diluted bleach solution
- NPS custodial staff will ensure 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.
- NPS staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

Safety Protocol #10: Busing and Student Transportation

- NPS will require the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.
- NPS bus drivers, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. 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 Marquette County Health officials.
- NPS transportation staff will clean and disinfect transportation vehicles before and after each use. Children will not be present when a vehicle is being cleaned.
- NPS transportation 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 morning routes and prior to afternoon routes.
- NPS transportation will clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.
- NPS has created a plan for getting students home safely if they are not allowed to board the vehicle.
- If an NPS student becomes sick during the day, they will not use group transportation to return home and must follow protocols outlined above.
- If an NPS driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students.
- Weather permitting, NPS bus drivers will keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- Weather permitting, NPS bus drivers will consider keeping windows open while the vehicle is in motion to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

Safety Protocol #11: Medically Vulnerable Students and Staff

- NPS Special Education Staff and District Health Coordinator will systematically review all current plans (e.g. Individual Healthcare Plans, Individualized Education Programs or 504 plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk for exposure to COVID-19.
- NPS staff has created a process for students/families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan in place to address requests for alternative learning arrangements or work reassignments. This process will require medical documentation.

Safety Protocol #12: Mental & Social-Emotional Health

- NPS will establish and communicate to all staff guidelines for identification and rapid referral of at-risk students to appropriate building-level support teams.
- NPS will provide all staff with timely, responsive, and ongoing training/professional development as well as needed tools, resources, and implementation support, focused on a variety of topics, including: social-emotional learning, trauma-informed best practices, identification of students at risk and proper local referral protocols, and self-care to promote holistic wellness and resilience and to prevent burnout and vicarious trauma.
- NPS has identified point personnel or establish an access navigator to centralize mental health referrals, communications to families/ students, and public-facing wellness materials.
- NPS has established a comprehensive crisis management plan that leverages available internal and external/ community-based resources, which can be activated efficiently as needed (e.g., loss of student, loss of a school staff member).
- NPS has compiled and will regularly update comprehensive lists of wellness resources available to both staff and students that can be provided in conjunction with screening activities, and that references school and community wellness resources.
- NPS has established ongoing reporting protocols for school staff to evaluate physical and mental health status.
- NPS will continue to provide resources for staff self-care, including resiliency strategies.
- NPS has designated a school-based mental health liaison who will work across the school, local public health agencies, and community partners.
- NPS will continue to leverage MDE resources for student and staff mental health and wellness support.
- NPS has activated communication channels for school stakeholders to address mental health concerns resulting from COVID-19.
- NPS will communicate with parents and guardians, via a variety of channels, return to school transition information including:
 - Destigmatization of COVID-19.
 - Understanding normal behavioral response to crises.
 - General best practices of talking through trauma with children.
 - Positive self-care strategies that promote health and wellness.