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WHITE CLOUD PUBLIC SCHOOLS
RETURN TO SCHOOL PLAN
2020-2021 SCHOOL YEAR



WHITE CLOUD PRIDE!!!!

REVISED AUGUST 10, 2020

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To the Students, Parents, Staff, and Community of White Cloud Public Schools:

As you are all aware, school districts across Michigan have been busy planning for the upcoming school year with the recently released requirements and guidance documents from the State. It has been quite an undertaking for our Task Force that is comprised of: Teachers, Health Care Workers, Support Staff, Board Members, Directors, and Administrators. They have worked for the past several weeks to make sure we are in the best position to allow our students and staff to return as safely as possible. We have had to prepare plans for Phases 1-3 & 4 and 5 of the Governor's Safe Start Plan.

Our School Board was required to take action on the plan on August 10, 2020. This plan will be submitted to the State by August 15, 2020. There is still a very strong possibility that there may be additional requirements or adjustments presented to us as we move towards August 31, 2020. There are some announcements expected from the State coming soon that may impact some of the details of our White Cloud Public School Plan, we will adjust accordingly if that is the case, and those modifications will be communicated to everyone as well.

**Ed Canning
Superintendent
White Cloud Public Schools**

INSTRUCTION AND SOCIAL/EMOTIONAL

White Cloud Public Schools implementation of policies and procedures per [Return to School Roadmap](#):

Phase 1-3:

- White Cloud Public Schools are closed for in-person instruction.
- White Cloud Public School employees and contractors are permitted to be physically present in school buildings for purposes of conducting basic school operations, including remote live instruction, as determined by White Cloud Public School Administration. Staff will be required to wear facial coverings when working in groups with other staff and moving about the White Cloud Public School Buildings.
- White Cloud Public Schools staff will complete a Google Form informing West Michigan Janitorial, Facilities Manager, and School Administration of what room(s) was used and what time during non-school hours or weekends. Part of the Google Form will be a staff self-check COVID-19 screening questionnaire.
 - [Appendix G: Building Access Form](#)

Instruction:

- White Cloud Public Schools plans to use a remote or virtual model of instruction using online learning platforms as the primary mode of instruction (Study Island, Google Classroom, Edmentum, etc.) For those students who do not have a device, the district will provide devices in grades 3-12. Devices will be provided for students in grades K-2 who 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 instructional packets. Instructional materials (i.e. paper, pencils, etc) will be made available to families who do not have them. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Students unable to fully participate will be supported and their situation individually reviewed. Families will be encouraged to stay engaged with school personnel in developing personalized and realistic education plans for their children. The district will do everything it can to meet student/family needs and allow for full participation.
- White Cloud Public School teachers/staff will be expected to make weekly contact with students and/or parents/guardians have two-way communication. This may be done through the use of technology (i.e. Google Classroom, virtual meetings, email, Remind, Class Dojo) or through weekly phone calls. For students with technology access, teachers will also communicate multiple times each week through the instructional platform (i.e. Google Classroom, Study Island, etc.) with an emphasis on continuing to build relationships and maintain connections, continue supporting skill development and objective mastery, and



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assess progress. If students do not have access to technology, teachers will provide instructional packets that focus on essential content, building relationships, and maintaining connections. We will encourage relationships between students through technology (virtual meetings, email) by phone or text, or by having students write letters to classmates.

- For students with technology access, content will be delivered through the online platform, (Study Island, Google Classroom, etc.). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and through instruction in Google Classroom, virtual lessons, or virtual meetings multiple times per week. For those students without technology, the main mode of delivery will be through hard copy instructional packets. This will be supplemented with phone conferencing to support instruction. The instructional packets will be provided periodically during meal distribution. Packets will be mailed or delivered to the student if they do not participate in meal distribution.
- For students with technology access, teachers will monitor student access and assignment completion on a regular basis within the instructional platform (i.e. Study Island, Google Classroom, etc.). Teachers will provide feedback to students on assignments through the instructional platform as they are completed. Teachers will differentiate instruction within the platform to meet each student's needs. For students without technology access, instructional packets will be collected during meal distribution. Teachers will review the instructional packet 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. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed. If the student is not doing meal distribution or pick-up, packets may be returned by mailing to district (envelopes and postage would be provided by the district as needed).
- The White Cloud Public School plan will be communicated and shared via Skyward parent communication, district website, and through mailings to families. The plan will be posted in a prominent location on our district website, and a link will also be posted on our district Facebook page.
- 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 CTE 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.
- If a student has access to technology, teachers will use the instructional platform to monitor student wellness, engagement, and completion of assignments. They will also keep a log of

communication with students and families. If a student does not have access to technology, teachers will keep track of which students are completing the instructional packets. 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 (Counseling, 31N Coordinator, DHHS, ISD supports etc.) A Crisis Plan is in place and a compilation of local resources which includes several areas of wellness and resources to meet basic needs is available to families.

Mental and Social/Emotional Health:

- **White Cloud Public Schools will survey all students/families by doing a Wellbeing Checklist to determine current mental health and other needs and provide an online form for parents/students to request support. Based on the survey results or form requests, counselors, social workers (school counselor, social worker, 31N Coordinator, ISD supports) will reach out to individual students and families to determine what they may need. The counselors will help connect the family to outside agencies, if needed, to help meet their needs. Teachers will monitor, assess, and log the needs of students and families through their weekly communications. If a need is identified, the teacher will elevate that need to the principal, social worker, or counselor to make the necessary follow-up. The principal, social worker, school counselors will monitor student needs and steps taken. Professional Development needed in the area of Social Emotional/Mental Health needs will be provided through online means. Resources for families will be shared online or with instructional packets. Communication from the mental health staff will be sent via email, webinars, or newsletters, and staff check in teams will support mental health and resiliency.**
- **White Cloud Public Schools Facilities Director, West Michigan Janitorial, Transportation Director, and Superintendent will audit necessary materials, cleaning and disinfection supplies, room usage by staff, and maintain all school buildings and vehicles according to CDC guidelines.**
- **White Cloud Public Schools has and will continue to conduct surveys as necessary to gather data and meet the needs of our students and families.**
- **White Cloud Public Schools Technology Director, Building Administrators and Superintendent will develop a student/device agreement policy and communication. This will provide information to students and families on policies and procedures of district owned devices and technology support.**
- **White Cloud Public Schools Technology Director, Building Administrators and Superintendent will develop district-wide procedures for the delivery of devices, return of devices, technology support for the devices, and proper sanitizing of devices prior to repair or re-circulation.**



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- White Cloud Public Schools teachers, students, and families will be provided training and access to Google Classroom. Training videos are being determined to support staff, students, and families in this process. Since students and families in Phase 3 are not allowed to be in the White Cloud Public School Buildings, administration is developing on a variety of trainings for staff, students, and families.
- White Cloud Public Schools food service and transportation departments will continue with our food delivery plan established in the spring of 2020.

INSTRUCTION AND SOCIAL/EMOTIONAL

White Cloud Public Schools implementation of policies and procedures per [Return to School Roadmap](#):

Phase 4:

White Cloud Public Schools requires:

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

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- **Homemade facial coverings must be washed daily.**
 - **Disposable facing coverings must be disposed of at the end of each day.**
 - **Note: Staff serving students with significant disabilities which prevent them from wearing a facial covering will be supported by guidance from MDE or White Cloud Public Schools.**
- **Facial coverings must be worn in classrooms by all students' grades (1st -12th). Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.**
 - **When in-person instruction can occur outside, and proper social distancing measures and pacing are in place, facial covering may be removed.**
 - **All students in Kindergarten must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.**
 - **White Cloud Public Schools will require documentation from a medical professional for anyone that states that they cannot medically tolerate a facial covering, based on trouble breathing or anyone that is unconscious, incapacitated, or otherwise unable to remove the facial covering without assistance. Students that have medical documentation that they are unable to tolerate a facial covering, will then be expected to wear a face shield. White Cloud Public Schools will provide a face shield.**
 - **[Appendix A: Face Covering Medical Exemption Form](#)**
 - **White Cloud Public School parents may choose to opt-out of the requirement only if they choose to enroll in a fully remote or virtual White Cloud Public Schools Program.**
 - **White Cloud Public Schools expectations for the wearing of facial coverings and how to obtain facial coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.**
 - **White Cloud Public Schools will display signage through all district school buildings, and vehicles with the expectation of facial coverings.**
 - **White Cloud Public Schools will provide students with proper facial covering, or students may provide their own, as long as the facial covering meets the requirements of a facial covering and is appropriate for school.**
 - **Guests to a White Cloud Public Schools building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. 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.**



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- White Cloud Public Schools has gathered and will continue to gather family feedback through parent surveys. Results of the parent survey will support in-person, remote or virtual learning plans and we will continue to send another survey after 4-6 weeks to gather feedback and make any adjustments as needed.
- White Cloud Public Schools will provide 3 delivery models of instruction.
 - In-Person Instruction K-12
 - Remote Instruction (Online, Instructional packet, with WCPS Teacher) K -12
 - Virtual Instruction 7-12

[Appendix B: Remote Learning Application](#) and [Appendix C: Virtual School Application](#)

- White Cloud Public Schools will share the 3 delivery models of instruction through Skyward email, school website, Facebook, and US postal service mailings.

In-Person Instruction K-12

- In-person instruction will be the students coming to school each day with the school district following the guidelines set forth by the State which include but are not limited to wearing masks, using hand sanitizer or washing frequently, social distancing as much as possible.
- Students in the 6-12 building will use a block schedule with staggered schedule between the 6-8 and 9-12 students to limit student movement and student contacts as well as allow time for cleaning of the classroom
- K-3 classrooms will be self-contained where instruction will occur with the same classroom teacher throughout the day.
- Grades 4-5 will use a block schedule to limit student movement and student contacts as well as allow time for cleaning of the classroom

Remote Instruction (Online, Instructional packet, with WCPS Teacher) K-12

- Remote learning will take place at home with the use of technology when available. The remote learners will follow the same curriculum, at the same pace, with the same teachers as the in-person learners.
- Parents will assist students with technology hardware issues and contact the school if help is needed. Parents will also help the student navigate through Google classroom to access materials. Parents will be in contact with the teacher to gain support with instruction as needed.
- The school district will supply a device for each student. If internet connectivity is an issue, then an alternate content delivery method will be used (flash drives, packets). The school will

have areas where students and parents can drive up to the school for connectivity, so the student could upload or download materials safely from the school parking lot.

- Parents and student who choose remote learning will commit to remote learning but may choose to return to in-person instruction on Monday, September 28, 2020, Monday following the 9-week term, or the Monday following the first semester. Second semester dates TBA.
 - [Appendix B: Remote School Application](#)

Virtual Instruction 7-12:

- The virtual school students will be working online at their own pace using an online content delivery platform.
- Virtual students have access to support through the virtual school director and lab time after the regular school day.
- Parent(s) and student(s) who choose virtual learning will commit to virtual learning but may choose to return to in-person instruction the first day following the end of the first semester.
 - [Appendix C: Virtual School Application](#)

Instruction and Social Emotional:

- White Cloud Public Schools delivery models shared via school website, Facebook, mail, and other school platforms. (Skyward, Google Classroom)
- Provide step by step directions for parent and student logins and access to online platforms
- In-person and remote learning programs of Google Classroom and Study Island
- Conduct teacher training on Google Classroom and Study Island in early August
- In-person and remote learning and expectations
 - Study Island, teacher resources and Google Classroom will be used to ensure grade level instruction. It provides different modes of assessment, feedback, and differentiated supports.
 - Educate and update students on the increased workload and higher expectations for them this year while remote learning using Google Classroom and Study Island.
 - Remote learning students will also be expected to keep on pace with the in-person classes led by the classroom teacher
 - Connectivity
 - All students K-12 will have a device (one-to-one)
 - K-2 will leave devices at school and possibly take home if needed
 - 3-5 will leave devices at school and bring home as needed (phase change)
 - 6-12 students will take devices home and bring back to school each day
 - Internet connectivity options
 - Wi-Fi at school, use the parking lot for upload and download
 - Wi-Fi from businesses or neighbors where connection is available
 - No internet and no way to access the internet
 - Send flash drives home to use on the school provided computer
 - Send paper packets home as a last resort
- Instructional Vision
 - Study Island, teacher resources, and Google Classroom will be used to deliver high quality, standards-aligned grade-level instructional.



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- NWEA MAPS testing will give data about prerequisite skills and grade-level proficiencies
- Addressing Social and Emotional Needs
 - Current social and emotional assessments (individual assessment K-5, needs assessment 6-12) to target more mental health screening questions
 - Use a formal assessment with age appropriate format for health/safety screening, possibly move health screening online
 - Teachers will continue to contact students and refer concerns to the building administrator and building counselor. Provide building contacts to all staff including paraprofessionals, cafeteria workers, bus drivers, etc. who also can refer concerns.
 - Have professional development on trauma/ social-emotional-mental health/referrals: back to school PD and throughout the year as appropriate. Staff Transcendental Meditation training and self-assessments. Additional training opportunities could include online or in-person, MDE-Social Emotional learning, free online training, and Be NICE training.
 - Continue to refer people for mental health and social-emotional concerns to counselor/social worker or administration. Share contact information for building contacts with all staff to include protocol and possible signs/reasons for referral.
 - Share information regarding mental health related issues due to COVID-19 to our school website, which could include a FAQ section with links to helpful resources or staff contacts for support
 - Create posters and signs to promote healthy habits such as hand washing, wearing a mask, or asking for help, etc.
- Support will be provided for students transitioning to post-secondary through the high school guidance department
- Study Island and teacher resources will be a support for our school to implement a grade-level curriculum aligned to the current Michigan standards.
 - Teachers will identify power standards for each subject and use Study Island, teacher resources and Google classroom to focus instruction when class time is limited.
- Continue to revise and implement IEPs and 504 plans based on the student needs identified through assessments and parent feedback.
 - Commence intervention and support services.
 - Communication and collaboration by general education teachers with special education teachers to maintain accessibility to student materials.
- Instructional management teams collaborate to communicate intervention programs and services. This will vary by building. BSIT and PBIS advise based on data for what interventions are appropriate.
- Review MDE policies and communicate frequently with staff to remain connected about policies and guidance.

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- **Continue our continuum of services plan that is already in place.**
 - **Provide training for instructional staff.**

Communications and Family Supports

- **Continue to use the school website, Facebook, Skyward, Community/School Newsletters, Remind, Dojo, Google Platform, Email, Phone, mail, etc. will all serve as communication to parents and community members.**
 - **Early student/parent communication on what works best for each family option of in-person, remote learning, or virtual learning.**
 - **Supply parent/guardians with instructions/other resourceful materials to aid in the understanding of online platforms and other technological elements.**
 - **Supply students with training in class to navigate the online resources and how to implement these resources at home.**
 - **Supply information at school open houses of family nights for parents and students.**
 - **Surveys are going to be useful in gaining perspective and insight regarding family opinion. (4-6 weeks out)**

Professional Learning:

- **Planning**
 - **Provide training on Study Island and Google Classroom**
 - **Feedback through Study Island and Google classroom to determine needs of specific students.**
 - **General education teachers continue communication with special education staff.**
- **Student Assessment and remote learning engagement**
 - **MAPS data will be monitored and communicated with staff for further years instruction.**
 - **Teacher check-ins with students while remote learning through Google Classroom, email, phone call, or other communication platforms such as Remind.**
 - **Provide students who need support through Title, IMT, BSIT and At-Risk supports.**
- **Professional Learning and Training**
 - **Provide Safe Schools training regarding equity, implicit bias, and social-emotional learning.**
 - **Continue to use in house training and professional development on the digital tools to support remote instruction, social and emotional learning, culturally responsive education.**
- **Student Instruction**
 - **Offer different avenues of instruction to ensure we are meeting the needs of individual families. (In-class, remote, virtual)**
 - **Use Study Island and teacher resources to offer standards-aligned, grade level instruction which include ways to accelerate learning.**
 - **Use teacher resources, NWEA MAPS, and Study Island to assess student readiness to engage in grade-level content.**
- **Study Island, teacher resources, and assessment data via NWEA MAPS and teacher created assessments will provide pacing and monitoring of student progress.**
- **Use NWEA MAPS and teacher assessments to identify trends and gaps in learning**
 - **Scaffold in special education, Title, at-risk and counseling supports.**
- **Case managers will continue to review IEPs and reach out to parents regarding student needs based on being away from school related services.**
- **Study Island will be our additional standards-aligned tool to support differentiation, intervention and remote learning based on student needs.**



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- Teachers are expected to support student learning
 - Teaching the online tools (Google classroom, Study Island) needed in case of a school closure and return to remote instruction for all
- Additional Resources outside of the regular school day
 - REACH after school program
 - After school tutoring
 - Lab time
 - Extended School Year (ESY) evaluations
- School Communication with families in their home language about student progress and plans of support
 - Use of school website, Facebook page, Skyward announcements, emails, newsletters, and letters sent home to parents.
 - Translators or have documents translated to help communicate with families as needed.
- Monitor during remote learning
 - Connectivity and Access
 - communication with families (surveys, parents calling/emailing the school for support, teacher check-ins with students).
 - Attendance
 - Monitor Study Island and Google Classroom.
 - Track and record attendance.
 - Student Work
 - Use Study Island, teacher resources, and Google classroom to monitor work.
 - Provide feedback through Study Island, Google classroom, emails, phone calls, Skyward messages, Remind App, Skyward weekly email progress reports.
 - Student Reflection
 - Use Study Island, Google classroom, and journals to allow students to reflect on their work, reflect on teacher feedback, and learning progress.

SAFETY AND OPERATIONS

Phase 4:

- White Cloud Public Schools Facilities Director, West Michigan Janitorial, Transportation Director, and Superintendent will audit necessary materials, cleaning and disinfection supplies, room usage by staff, and maintain all school buildings and vehicles according to [CDC School Guidelines](#) and the [District #10 Health Department COVID-19 Return to School Toolkit](#).
- White Cloud Public Schools classroom audits will be completed based on the structure of instruction in the three White Cloud Public School buildings. This audit will look at size,

number of classrooms, ventilation, and alternative locations for certain classrooms. This will be an ongoing process dependent on number of students and families that choose in-person, remote, or virtual instruction.

- **White Cloud Public Schools Facilities Director, West Michigan Janitorial, and Superintendent will provide district-level guidance on cleaning and disinfecting all core assets including buildings, and playgrounds.**
- **West Michigan Janitorial will follow all OSHA and/or [CDC School Guidelines](#).**
- **Food Service, Transportation, Facilities Team, West Michigan Janitorial will be provided advanced training.**
- **White Cloud Public School staff will be trained on proper cleaning of classroom supplies.**
- **White Cloud Public Schools Superintendent and Building Administrators will review security protocols and make any modifications as necessary for student and staff safety.**
- **White Cloud Public Schools Facilities Director and West Michigan Janitorial staff should distribute wastebaskets, tissues, and CDC-approved soap or hand sanitizer with 60% alcohol to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel times.**
- **Any adult guest, family member, or other guest wanting to enter at any White Cloud Public School building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Access to the any White Cloud Public School building will only be allowed under extenuating circumstances determined by the district and school officials. White Cloud Public Schools will keep records, including the date and time of any non-school employee or visitor entering or exiting the building.**
- **White Cloud Public Schools will display signage (social distancing, facial coverings, spacing, handwashing, sneezing and coughing) throughout all White Cloud Public School buildings and vehicles.**
- **White Cloud Public School staff and West Michigan Janitorial will follow [CDC School Guidelines](#) for proper facial coverings, and gloves when performing and cleaning duties.**
- **White Cloud Public Schools Facilities Director, West Michigan Janitorial, Transportation Director, and Superintendent will conduct and documents frequent facilities walk-throughs.**
- **White Cloud Public Schools Facilities Director, Transportation Director, West Michigan Janitorial, Building Administrators, and Superintendent will follow CDC recommendations for performing cleaning duties in the event school is closed to in-person instruction.**
- **Underutilized staff will and can be redeployed for district needs. Administration will review district and building level needs to support Phase 3 and 4 learning. School administration will review need for any new positions to support teaching and learning.**
- **White Cloud Public Schools Superintendent and Business Manager will make key purchases and specification on where CARES Act, Emergency grant, or general fund monies will flow**



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based on recommendations. This will be based on input and communication from building administrators and other district leadership in relation to their buildings or areas.

- White Cloud Public Schools Superintendent will continually be working with other area Superintendents and school legal counsel to determine liability to the school related to issues of COVID-19.
- White Cloud Public School Superintendent, Food Service Director and Building Administrators will meet regularly to discuss changes in the handling and type of food served based on local public health guidance.
- White Cloud Public Schools will conduct surveys and make connections with families to determine educational opportunities for all depending on each families situation and comfort level.
- White Cloud Public School staff and student training will be provided to support in-person, remote, or virtual delivery models.
- White Cloud Public Schools Technology Director and Superintendent will develop a student/device agreement policy and communication. This will provide information to students and families on policies and procedures of district owned devices, and technology support.
- White Cloud Public Schools Technology Director, Superintendent, and Building Principals will develop district-wide procedures for delivery of devices, return of devices, technology support, and proper sanitizing of devices prior to repair or re-circulation.
- White Cloud Public Schools Transportation director and Superintendent will review inventory of all school owned vehicles and develop policies and procedures for usage.
- White Cloud Public Schools Transportation director, Superintendent, Building Administrators and Caseload teachers will review busing needs for students with IEP's.
- White Cloud Public Schools Food Service Director and Transportation Director have already established a transition plan and food delivery plan for students in our district in the event schools are instructed to close.

HYGIENE

White Cloud Public Schools implementation plan for hygiene protocols per [Return to School Roadmap](#):

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Phase 1-3:

- **White Cloud Public Schools are closed for in-person instruction.**

White Cloud Public School employees and contractors are permitted to be physically present in school buildings for purposes of conducting basic school operations, including remote live instruction, as determined by White Cloud Public School Administration.

Facilities Manager, Transportation Director, Building Administrators, and Superintendent will make supplies available to keep all staff and students safe.

- **Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels tissues, and signs reinforcing proper handwashing techniques will be provided to support healthy hygiene behaviors.**
- **Facilities Manager, West Michigan Janitorial, Building Administrators, and Superintendent will make sure supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles will be checked daily and restocked in classrooms and restrooms. Staff will communicate with building office if supplies are run out during the day.**
- **Portable hand Sanitizer dispensers will be placed throughout the building and relocated to as needed for the health and safety of our students and staff.**

HYGIENE

Phase 4:

Facilities Manager, Transportation Director, Building Administrators, and Superintendent will make supplies available to keep all staff and students safe.

- **Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels tissues, and signs reinforcing proper handwashing techniques will be provided to support healthy hygiene behaviors.**
- **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.**
- **Facilities Manager, West Michigan Janitorial, Building Administrators, and Superintendent will make sure supplies, paper towels, soap, hand sanitizer, tissues, trash receptacles will be checked daily and restocked in classrooms and restrooms. Staff will communicate with building office if supplies are run out during the day.**
- **Sharing school supplies will be limited, and each student will have their own supply box of materials. A list of these supplies will be generated as appropriate for each grade level and or specific junior or high school course and posted on the website.**
- **White Cloud Public Schools will provide hygiene protocol for families and students through communications such as school website, newsletters, bulletin boards, signage, and Facebook page. (protocol include but not limited to social distancing, masks, sneezing, and**



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handwashing)

- Each classroom will have protocol displayed and shared by staff in the classrooms, such as but not limited to social distancing, masks, handwashing, hand sanitizing, sneezing and coughing.)
- Portable hand Sanitizer dispensers will be placed throughout the building and relocated to as needed for the health and safety of our students and staff.

Spacing, Movement, and Access:

- As feasible, White Cloud Public Schools classrooms will be arranged with all desks or tables facing in the same direction toward the front of the classroom spaced appropriately to the size of the classroom. Larger classes will be relocated to larger areas to allow for proper and more consistent spacing.
- As feasible, White Cloud Public Schools staff should maintain six feet of spacing between themselves and students as much as possible.
- White Cloud Public Schools will post signage to indicate proper social distancing, provide social distancing floor/seating markings in waiting and reception areas, and line formation.
- White Cloud Public Schools will post signage on the doors of restrooms to indicate proper social distancing, and hand hygiene techniques.
- Any adult guest, family member, or other guest wanting to enter the any White Cloud Public School building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Access to the any White Cloud Public School building will only be allowed under extenuating circumstances determined by the district and school officials. White Cloud Public Schools will keep records, including the date and time of any non-school employee or visitor entering or exiting the building.
 - [Appendix D: Visitor Screening Form](#)

Food Service, Gatherings, and Extracurricular Activities:

- White Cloud Public Schools will increase eating areas inside and outside for the Junior High and High School buildings and also extending the lunch period to provide students the opportunity to remain socially distance, and time to eat their lunch in a health manner. White Cloud Elementary will remain in their cohorts throughout the day and lunch period.
- White Cloud Public Schools will for all gatherings, including those that apply outdoors will comply with current and future executive orders that set caps on congregations of people.
- White Cloud Public Schools extracurricular programs that run outside the time of the

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normal school day, will comply with all COVID-19 screening procedures set forth by White Cloud Public Schools.

CLEANING

White Cloud Public Schools implementation plan for cleaning protocol requirements per [Return to School Roadmap](#):

Phase 1-3:

- White Cloud Public Schools are closed for in-person instruction.

White Cloud Public School employees and contractors are permitted to be physically present in school buildings for purposes of conducting basic school operations, including remote live instruction, as determined by White Cloud Public School Administration.

- White Cloud Public Schools staff will complete a Google Form informing West Michigan Janitorial, Facilities Manager, and School Administration of what room (s) was used and what time during non-school hours or weekends. Part of the Google Form will be a staff self-check COVID-19 screening questionnaire.
 - [Appendix G: Building Access Form](#)
- Facilities Manager, Transportation Director, Building Administrators, and Superintendent will make supplies available to keep all staff safe.

CLEANING

Phase 4:

White Cloud Public Schools Facilities Manager, Transportation Director, West Michigan Janitorial will audit necessary materials, cleaning and disinfection supplies, room usage by staff, and maintain all school buildings and vehicles according to [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#).

Facilities Manager and West Michigan Janitorial will develop a daily schedule per school building to clean:

SCHOOL BUILDINGS

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or dilutes bleach solution.
- Libraries, media centers, computer labs, arts and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.



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- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning but using an EPA-approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from students, and with adequate ventilation when staff use products.
- Each classroom will be provided an EPA-approved disinfectant or diluted bleach solution and hand sanitizer.
- Staff must wear gloves, surgical masks and face shield when performing all cleaning activities.
- White Cloud Public Schools staff will complete a Google Form informing West Michigan Janitorial, Facilities Manager, and School Administration of what room (s) was used and what time during non-school hours or weekends. Part of the Google Form will be a staff self-check COVID-19 screening questionnaire.
 - [Appendix G: Building Access Form](#)

BUSSES

Phase 1-3, and 4:

Transportation Director will determine policies and procedures for cleaning and disinfecting transportation vehicles before and after every transit route. Transportation Director will maintain that all school vehicles are cleaned according to CDC and local health department guidelines.

BUSING AND STUDENT TRANSPORTATION CLEANING:

- White Cloud Public School drivers and students will require the use of hand sanitizer containing 60% alcohol before entering the bus. Hand sanitizer will be supplied on the bus. Busses will be fitted with mounts for hand sanitizer dispensers for students to use as they enter the bus.
- The bus driver, staff, and all students in grades pre K-12, if medically feasible, must wear facial coverings while on the bus.

- **Note: there may be situations where it is not safe for a bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.**
- **Transportation vehicles will be cleaned and disinfected before and after every transit route. Students must not be present when a vehicle is being cleaned.**
- **This will be part of the driver pre-trip form.**
- **Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver’s cockpit, hard seats, arm rests, door, or grab handles) prior to morning routes and prior to afternoon routes.**
- **This will be part of the driver pre-trip form.**
- **Equipment including items such as harness seats, wheelchairs, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.**
- **Weather permitting, doors and windows will be kept open when cleaning the vehicles and between trips to let the vehicles thoroughly air out.**
- **Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.**

ATHLETICS

White Cloud Public Schools implementation plan for athletics protocol requirements per [Return to School Roadmap](#):

Phase 1-3:

White Cloud Public Schools will suspend all athletic programming until further notice.

Phase 4:

White Cloud Public School will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

- **Students, teachers, and staff must 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, practice or team function.**
- **All equipment must be disinfected before and after use.**
- **White Cloud Public Schools will follow MHSAA, NFHS, and the Governor’s Executive Orders pertaining to spectator attendance numbers, spacing, and facial coverings for each possible athletic venue.**



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SCREENING

White Cloud Public Schools implementation plan for screening protocol requirements per the [Return to School Roadmap](#):

Phase 1-3:

- White Cloud Public Schools is closed to in-person instruction, athletics, and extracurriculars.
- White Cloud Public Schools staff will complete a Google Form informing West Michigan Janitorial, Facilities Manager, and School Administration of what room (s) was used and what time during non-school hours or weekends. Part of the Google Form will be a staff self-check COVID-19 screening questionnaire.
 - [Appendix G: Building Access Form](#)

SCREENING

Phase 4:

- White Cloud Public Schools must cooperate with local public health department regarding implementing protocols for screening students and staff based on the [District #10 Health Department COVID-19 Return to School Toolkit](#).
- Kevin Hughes, District Health Department #10 will be collaborating with all districts in Newaygo County.
- White Cloud Public School families should perform an examination of their student (s) before sending their student(s) to school. If a student(s) exhibits symptoms, respiratory, gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home and should not return to school until they have tested negative or have completely recovered according to the [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#).
 - [Appendix F: COVID-19 Health Screening Agreement](#)
- White Cloud Public Schools will have a designated location or area to care for a student that becomes ill at school.
- White Cloud Public School student that is sent home from school should be kept home until they are tested negative or have completely recovered according to the [District #10 Health Department COVID-19 Return to School Toolkit](#).

- White Cloud Public School staff should conduct a daily self-examination, prior to coming to work. If a staff member exhibits symptoms, they should stay home and should not return to work until they have tested negative or have completely recovered according to the [District #10 Health Department COVID-19 Return to School Toolkit](#).
 - [Appendix E: Staff COVID-19 Workplace Health Screening](#)
- When in doubt, students and staff should remain home from school and follow-up with their physician or the District #10 Health Department 231-689-7300.

TESTING

White Cloud Public Schools implementation plan for testing protocol requirements per the [Return to School Roadmap](#):

Phase 1-3:

White Cloud Public Schools are closed for in-person instruction.

- White Cloud Public Schools must cooperate with local public health department regarding implementing protocols for screening students and staff based on the [District #10 Health Department COVID-19 Return to School Toolkit](#).
- Kevin Hughes, District Health Department #10 will be collaborating with all districts in Newaygo County.

TESTING

Phase 4:

- White Cloud Public Schools must cooperate with local public health department regarding implementing protocols for screening students and staff based on the [District #10 Health Department COVID-19 Return to School Toolkit](#).
- Kevin Hughes, District Health Department #10 will be collaborating with all districts in Newaygo County.
- White Cloud Public School families should perform an examination of their student (s) before sending their student(s) to school. If a student(s) exhibits symptoms, respiratory, gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home and should not return to school until they have tested negative or have completely recovered according to the [District #10 Health Department COVID-19 Return to School Toolkit](#) and [CDC School Guidelines](#).
 - [Appendix F: Student COVID-19 Health Screening Agreement](#)
- White Cloud Public Schools will have a designated location or area to care for a student that becomes ill at school.
- White Cloud Public School students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and be transported by their parent or guardian, emergency contact or ambulance if clinically unstable, for off-site



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testing. Symptomatic students sent home from school shall remain home until they have tested negative for COVID-19, or have been released from isolation according to the [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#)

- White Cloud Public School staff should conduct a daily self-examination, prior to coming to work. If a staff member exhibits symptoms, they should stay home and should not return to work until they have tested negative or have completely recovered according to the [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#).
 - [Appendix E: Staff COVID-19 Workplace Health Screening](#)
- White Cloud Public School Families will be notified of the presence of any laboratory or clinically diagnosed case of COVID-19, in the classroom and/or school to encourage closer observation at home. Notifications will be sent out via Skyward email, school website, Facebook page, or direct phone call.
- Family Health Care Child and Adolescent Center, will perform and is considered COVID-19 off-site testing on students or staff, pending the student has become ill or displayed symptoms. Families must have completed the appropriate paperwork with Family Health Care prior to testing.
 - [Appendix H: Family Health Care Consent Forms](#)
- If in the event of a lab or clinically diagnosed case of COVID-19, White Cloud Public Schools and the District #10 Health Department, 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. It is recommended by the [District #10 Health Department COVID-19 Return to School Toolkit](#) that only those staff or students that develop symptoms require testing for COVID-19.
- All White Cloud Public Schools must cooperate with the state and local health department if a confirmed case of COVID-19 is identified, and in particular, White Cloud Public Schools and the local health department must collect the contact information, via seating charts for busses and classrooms, and surveillance cameras, 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.
 - [Appendix I: Contact Tracing Form](#)
- District #10 Health Department will initiate contact tracing, following regular health practice. Anyone who was within close contact of the case (less than 6 feet apart for 15+ minutes) will be asked to self-quarantine for 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. White

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Cloud Public Schools can help the local health department by collecting data and contact information of those exposed.

- **Note: White Cloud Public Schools will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Students communicable disease related information is protected health information. Even if a family/student acknowledges and publicly discloses a positive test, White Cloud Public Schools staff must NOT participate in discussions or acknowledge a positive test.**

BUSING AND TRANSPORTATION

White Cloud Public Schools implementation plan for busing and student transportation protocol requirements per the [Return to School Roadmap](#):

Phase 1-3:

- White Cloud Public Schools are closed for in-person instruction.
- White Cloud Public Schools busses will be utilized for our food delivery program, as established in the spring of 2020, and all cleaning and safety requirement listed below will take place.

BUSING AND TRANSPORTATION

Phase 4:

Transportation Director will determine policies and procedures for cleaning and disinfecting transportation vehicles before and after every transit route. Transportation Director will maintain that all school vehicles are cleaned according to [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#).

- White Cloud Public School drivers and students will require the use of hand sanitizer containing 60% alcohol before entering the bus. Hand sanitizer will be supplied on the bus. Busses will be fitted with mounts for hand sanitizer dispensers for students to use as they enter the bus.
- The bus driver, staff, and all students in grades pre K-12, if medically feasible, must wear facial coverings while on the bus.
 - **Note: there may be situations where it is not safe for a bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.**
- Transportation vehicles will be cleaned and disinfected before and after every transit route. Students must not be present when a vehicle is being cleaned.
 - This will be part of the driver pre-trip form.
- Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door or grab handles) prior to morning routes



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and prior to afternoon routes.

- This will be part of the driver pre-trip form.
- White Cloud Public Schools will have a plan for getting students home safely if they are not allowed to board a vehicle.
- If a student becomes sick during the day, they will not use group transportation to return home and must follow safety protocols. If a driver becomes sick during the day, they must follow safety protocols for sick staff before returning to drive students.
- Equipment including items such as harness seats, wheelchairs, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.
- Weather permitting, doors and windows will be kept open when cleaning the vehicles and between trips to let the vehicles thoroughly air out.
- Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

INSTRUCTIONAL AND SOCIAL/EMOTIONAL

White Cloud Public Schools implementation of policies and procedures per [Return to School Roadmap](#):

Phase 5:

White Cloud Public Schools requires:

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

tolerate a facial covering must not wear one. Any staff or student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.

- **Facial coverings must always be worn in hallways and common areas by pre K-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering must not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, must not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks.**
 - **Homemade facial coverings must be washed daily.**
 - **Disposable facing coverings must be disposed of at the end of each day.**
 - **Note: Staff serving students with significant disabilities which prevent them from wearing a facial covering will be supported by guidance from MDE or White Cloud Public Schools.**

- **Facial coverings are strongly recommended to be worn in classrooms by all students' grades pre K-12. Any student who cannot medically tolerate a facial covering must not wear one. Any student who is incapacitated, or unable to remove the facial covering without assistance, must not wear one.**
- **When in-person instruction can occur outside, and proper social distancing measures and pacing are in place, facial covering may be removed.**

- **White Cloud Public Schools expectations for the wearing of facial coverings and how to obtain facial coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.**

- **White Cloud Public Schools will display signage through all district school buildings, and vehicles that strongly recommend facial coverings.**

- **White Cloud Public Schools expectations for the wearing of facial coverings and how to obtain facial coverings will be included in all district to parent communications, all handbooks, all student orientations, and all staff orientations.**

- **White Cloud Public Schools will display signage through all district school buildings, and vehicles with the expectation of facial coverings.**

- **White Cloud Public Schools will provide students with proper facial covering, or students may provide their own, as long as the facial covering meets the requirements of a facial covering and is appropriate for school.**

- **Guests to a White Cloud Public Schools building (presenters, substitute teachers, etc.) will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. 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.**



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- White Cloud Public Schools has gathered and will continue to gather family feedback through parent surveys. Results of the parent survey will support in-person, remote or virtual learning plans and we will continue to send another survey after 4-6 weeks to gather feedback and make any adjustments as needed.
- White Cloud Public Schools will provide 3 delivery models of instruction.
 - In-Person Instruction K-12
 - Remote Instruction (Online, Instructional packet, with WCPS Teacher) K -12
 - Virtual Instruction 7-12

[Appendix B: Remote Learning Application](#) and [Appendix C: Virtual School Application](#)

- White Cloud Public Schools will share the 3 delivery models of instruction through Skyward email, school website, Facebook, and US postal service mailings.

In-Person Instruction K-12

- In-person instruction will be the students coming to school each day with the school district following the guidelines set forth by the State which include but are not limited to wearing masks, using hand sanitizer or washing frequently, social distancing as much as possible.
- Students in the 6-12 building will use a block schedule with staggered schedule between the 6-8 and 9-12 students to limit student movement and student contacts as well as allow time for cleaning of the classroom
- K-3 classrooms will be self-contained where instruction will occur with the same classroom teacher throughout the day.
- Grades 4-5 will use a block schedule to limit student movement and student contacts as well as allow time for cleaning of the classroom

Remote Instruction (Online, Instructional packet, with WCPS Teacher) K-12

- Remote learning will take place at home with the use of technology when available. The remote learners will follow the same curriculum, at the same pace, with the same teachers as the in-person learners.
- Parents will assist students with technology hardware issues and contact the school if help is needed. Parents will also help the student navigate through Google classroom to access materials. Parents will be in contact with the teacher to gain support with instruction as needed.

- The school district will supply a device for each student. If internet connectivity is an issue, then an alternate content delivery method will be used (flash drives, packets). The school will have areas where students and parents can drive up to the school for connectivity, so the student could upload or download materials safely from the school parking lot.
- Parents and student who choose remote learning will commit to remote learning but may choose to return to in-person instruction on Monday, September 28, 2020, Monday following the 9-week term, or the Monday following the first semester. Second semester dates TBA.

- [Appendix B: Remote Learning Application](#)

Virtual Instruction 7-12:

- The virtual school students will be working online at their own pace using an online content delivery platform.
- Virtual students have access to support through the virtual school director and lab time after the regular school day.
- Parent(s) and student(s) who choose virtual learning will commit to virtual learning but may choose to return to in-person instruction the first day following the end of the first semester.

- [Appendix C: Virtual School Application](#)

Instruction and Social Emotional:

- White Cloud Public Schools delivery models shared via school website, Facebook, mail, and other school platforms. (Skyward, Google Classroom)
- Provide step by step directions for parent and student logins and access to online platforms
- In-person and remote learning programs of Google Classroom and Study Island
- Conduct teacher training on Google Classroom and Study Island in early August
- In-person and remote learning and expectations
 - Study Island, teacher resources and Google Classroom will be used to ensure grade level instruction. It provides different modes of assessment, feedback, and differentiated supports.
 - Educate and update students on the increased workload and higher expectations for them this year while remote learning using Google Classroom and Study Island.
 - Remote learning students will also be expected to keep on pace with the in-person classes led by the classroom teacher
 - Connectivity
 - All students K-12 will have a device (one-to-one)
 - K-2 will leave devices at school and possibly take home if needed
 - 3-5 will leave devices at school and bring home as needed (phase change)
 - 6-12 students will take devices home and bring back to school each day
 - Internet connectivity options
 - Wi-Fi at school, use the parking lot for upload and download
 - Wi-Fi from businesses or neighbors where connection is available
 - No internet and no way to access the internet
 - Send flash drives home to use on the school provided computer
 - Send paper packets home as a last resort



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- **Instructional Vision**
 - **Study Island, teacher resources, and Google Classroom will be used to deliver high quality, standards-aligned grade-level instructional.**
 - **NWEA MAPS testing will give data about prerequisite skills and grade-level proficiencies**
 - **Addressing Social and Emotional Needs**
 - **Current social and emotional assessments (individual assessment K-5, needs assessment 6-12) to target more mental health screening questions**
 - **Use a formal assessment with age appropriate format for health/safety screening, possibly move health screening online**
 - **Teachers will continue to contact students and refer concerns to the building administrator and building counselor. Provide building contacts to all staff including paraprofessionals, cafeteria workers, bus drivers, etc. who also can refer concerns.**
 - **Have professional development on trauma/ social-emotional-mental health/referrals: back to school PD and throughout the year as appropriate. Staff Transcendental Meditation training and self-assessments. Additional training opportunities could include online or in-person, MDE-Social Emotional learning, free online training, and Be NICE training.**
 - **Continue to refer people for mental health and social-emotional concerns to counselor/social worker or administration. Share contact information for building contacts with all staff to include protocol and possible signs/reasons for referral.**
 - **Share information regarding mental health related issues due to COVID-19 to our school website, which could include a FAQ section with links to helpful resources or staff contacts for support**
 - **Create posters and signs to promote healthy habits such as hand washing, wearing a mask, or asking for help, etc.**
- **Support will be provided for students transitioning to post-secondary through the high school guidance department**
- **Study Island and teacher resources will be a support for our school to implement a grade-level curriculum aligned to the current Michigan standards.**
 - **Teachers will identify power standards for each subject and use Study Island, teacher resources and Google classroom to focus instruction when class time is limited.**
- **Continue to revise and implement IEPs and 504 plans based on the student needs identified through assessments and parent feedback.**
 - **Commence intervention and support services.**
 - **Communication and collaboration by general education teachers with special education teachers to maintain accessibility to student materials.**

- **Instructional management teams collaborate to communicate intervention programs and services. This will vary by building. BSIT and PBIS advise based on data for what interventions are appropriate.**
- **Review MDE policies and communicate frequently with staff to remain connected about policies and guidance.**
- **Continue our continuum of services plan that is already in place.**
 - **Provide training for instructional staff.**

Communications and Family Supports

- **Continue to use the school website, Facebook, Skyward, Community/School Newsletters, Remind, Dojo, Google Platform, Email, Phone, mail, etc. will all serve as communication to parents and community members.**
 - **Early student/parent communication on what works best for each family option of in-person, remote learning, or virtual learning.**
 - **Supply parent/guardians with instructions/other resourceful materials to aid in the understanding of online platforms and other technological elements.**
 - **Supply students with training in class to navigate the online resources and how to implement these resources at home.**
- **Supply information at school open houses of family nights for parents and students.**
 - **Surveys are going to be useful in gaining perspective and insight regarding family opinion. (4-6 weeks out)**

Professional Learning:

- **Planning**
 - **Provide training on Study Island and Google Classroom**
 - **Feedback through Study Island and Google classroom to determine needs of specific students.**
 - **General education teachers continue communication with special education staff.**
- **Student Assessment and remote learning engagement**
 - **MAPS data will be monitored and communicated with staff for further years instruction.**
 - **Teacher check-ins with students while remote learning through Google Classroom, email, phone call, or other communication platforms such as Remind.**
 - **Provide students who need support through Title, IMT, BSIT and At-Risk supports.**
- **Professional Learning and Training**
 - **Provide Safe Schools training regarding equity, implicit bias, and social-emotional learning.**
 - **Continue to use in house training and professional development on the digital tools to support remote instruction, social and emotional learning, culturally responsive education.**
 - **Student Instruction**
 - **Offer different avenues of instruction to ensure we are meeting the needs of individual families. (In-class, remote, virtual)**
 - **Use Study Island and teacher resources to offer standards-aligned, grade level instruction which include ways to accelerate learning.**
 - **Use teacher resources, NWEA MAPS, and Study Island to assess student readiness to engage in grade-level content.**



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- **Study Island, teacher resources, and assessment data via NWEA MAPS and teacher created assessments will provide pacing and monitoring of student progress.**
- **Use NWEA MAPS and teacher assessments to identify trends and gaps in learning**
 - **Scaffold in special education, Title, at-risk and counseling supports.**
- **Case managers will continue to review IEPs and reach out to parents regarding student needs based on being away from school related services.**
- **Study Island will be our additional standards-aligned tool to support differentiation, intervention and remote learning based on student needs.**
- **Teachers are expected to support student learning**
 - **Teaching the online tools (Google classroom, Study Island) needed in case of a school closure and return to remote instruction for all**
- **Additional Resources outside of the regular school day**
 - **REACH after school program**
 - **After school tutoring**
 - **Lab time**
 - **Extended School Year (ESY) evaluations**
- **School Communication with families in their home language about student progress and plans of support**
 - **Use of school website, Facebook page, Skyward announcements, emails, newsletters, and letters sent home to parents.**
 - **Translators or have documents translated to help communicate with families as needed.**
- **Monitor during remote learning**
 - **Connectivity and Access**
 - **communication with families (surveys, parents calling/emailing the school for support, teacher check-ins with students).**
 - **Attendance**
 - **Monitor Study Island and Google Classroom.**
 - **Track and record attendance.**
 - **Student Work**
 - **Use Study Island, teacher resources, and Google classroom to monitor work.**

- Provide feedback through Study Island, Google classroom, emails, phone calls, Skyward messages, Remind App, Skyward weekly email progress reports.
- Student Reflection
 - Use Study Island, Google classroom, and journals to allow students to reflect on their work, reflect on teacher feedback, and learning progress.

SAFETY AND OPERATIONS

Phase 5:

- White Cloud Public Schools Facilities Director, West Michigan Janitorial, Transportation Director, and Superintendent will audit necessary materials, cleaning and disinfection supplies, room usage by staff, and maintain all school buildings and vehicles according to [CDC School Guidelines](#) and the [District #10 Health Department COVID-19 Return to School Toolkit](#).
- White Cloud Public Schools classroom audits will be completed based on the structure of instruction in the three White Cloud Public School buildings. This audit will look at size, number of classrooms, ventilation, and alternative locations for certain classrooms. This will be an ongoing process dependent on number of students and families that choose in-person, remote, or virtual instruction.
- White Cloud Public Schools Facilities Director, West Michigan Janitorial, and Superintendent will provide district-level guidance on cleaning and disinfecting all core assets including buildings, and playgrounds.
- West Michigan Janitorial will follow all OSHA and/or [CDC School Guidelines](#).
- Food Service, Transportation, Facilities Team, West Michigan Janitorial will be provided advanced training.
- White Cloud Public School staff will be trained on proper cleaning of classroom supplies.
- White Cloud Public Schools Superintendent and Building Administrators will review security protocols and make any modifications as necessary for student and staff safety.
- White Cloud Public Schools Facilities Director and West Michigan Janitorial staff should distribute wastebaskets, tissues, and CDC-approved soap or hand sanitizer with 60% alcohol to every office and classroom so that these materials can be used upon entry and exit into any discrete location and during travel times.
- Any adult guest, family member, or other guest wanting to enter at any White Cloud Public School building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Access to the any White Cloud Public School building will only be allowed under extenuating circumstances determined by the district and school officials. White Cloud Public Schools will keep records, including the date and time of any non-school employee or visitor entering or exiting the building.



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- White Cloud Public Schools will display signage (social distancing, facial coverings, spacing, handwashing, sneezing and coughing) throughout all White Cloud Public School buildings and vehicles.
- White Cloud Public School staff and West Michigan Janitorial will follow [CDC School Guidelines](#) for proper facial coverings, and gloves when performing and cleaning duties.
- White Cloud Public Schools Facilities Director, West Michigan Janitorial, Transportation Director, and Superintendent will conduct and documents frequent facilities walk-throughs.
- White Cloud Public Schools Facilities Director, Transportation Director, West Michigan Janitorial, Building Administrators, and Superintendent will follow CDC recommendations for performing cleaning duties in the event school is closed to in-person instruction.
- Underutilized staff will and can be redeployed for district needs. Administration will review district and building level needs to support Phase 3 and 4 learning. School administration will review need for any new positions to support teaching and learning.
- White Cloud Public Schools Superintendent and Business Manager will make key purchases and specification on where CARES Act, Emergency grant, or general fund monies will flow based on recommendations. This will be based on input and communication from building administrators and other district leadership in relation to their buildings or areas.
- White Cloud Public Schools Superintendent will continually be working with other area Superintendents and school legal counsel to determine liability to the school related to issues of COVID-19.
- White Cloud Public School Superintendent, Food Service Director and Building Administrators will meet regularly to discuss changes in the handling and type of food served based on local public health guidance.
- White Cloud Public Schools will conduct surveys and make connections with families to determine educational opportunities for all depending on each families situation and comfort level.
- White Cloud Public School staff and student training will be provided to support in-person, remote, or virtual delivery models.
- White Cloud Public Schools Technology Director and Superintendent will develop a student/device agreement policy and communication. This will provide information to students and families on policies and procedures of district owned devices, and technology support.

- **White Cloud Public Schools Technology Director, Superintendent, and Building Principals will develop district-wide procedures for delivery of devices, return of devices, technology support, and proper sanitizing of devices prior to repair or re-circulation.**
- **White Cloud Public Schools Transportation director and Superintendent will review inventory of all school owned vehicles and develop policies and procedures for usage.**
- **White Cloud Public Schools Transportation director, Superintendent, Building Administrators and Caseload teachers will review busing needs for students with IEP's.**
- **White Cloud Public Schools Food Service Director and Transportation Director have already established a transition plan and food delivery plan for students in our district in the event schools are instructed to close.**

HYGIENE

Phase 5:

Facilities Manager, Transportation Director, Building Administrators, and Superintendent will make supplies available to keep all staff and students safe.

- **Adequate supplies of soap, hand sanitizer with at least 60% alcohol, paper towels tissues, and signs reinforcing proper handwashing techniques will be provided to support healthy hygiene behaviors.**
- **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.**
- **Facilities Manager, West Michigan Janitorial, Building Administrators, and Superintendent will make sure supplies, paper towels, soap, hand sanitizer, tissues, trash receptacles will be checked daily and restocked in classrooms and restrooms. Staff will communicate with building office if supplies are run out during the day.**
- **Sharing school supplies will be limited, and each student will have their own supply box of materials. A list of these supplies will be generated as appropriate for each grade level and or specific junior or high school course and posted on the website.**
- **White Cloud Public Schools will provide hygiene protocol for families and students through communications such as school website, newsletters, bulletin boards, signage, and Facebook page. (protocol include but not limited to social distancing, masks, sneezing, and handwashing)**
- **Each classroom will have protocol displayed and shared by staff in the classrooms, such as but not limited to social distancing, masks, handwashing, hand sanitizing, sneezing and coughing.)**
- **Portable hand Sanitizer dispensers will be placed throughout the building and relocated to**



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as needed for the health and safety of our students and staff.

Spacing, Movement, and Access:

- As feasible, White Cloud Public Schools classrooms will be arranged with all desks or tables facing in the same direction toward the front of the classroom spaced appropriately to the size of the classroom. Larger classes will be relocated to larger areas to allow for proper and more consistent spacing.
- As feasible, White Cloud Public Schools staff should maintain six feet of spacing between themselves and students as much as possible.
- White Cloud Public Schools will post signage to indicate proper social distancing, provide social distancing floor/seating markings in waiting and reception areas, and line formation.
- White Cloud Public Schools will post signage on the doors of restrooms to indicate proper social distancing, and hand hygiene techniques.
- Any adult guest, family member, or other guest wanting to enter the any White Cloud Public School building will be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Access to the any White Cloud Public School building will only be allowed under extenuating circumstances determined by the district and school officials. White Cloud Public Schools will keep records, including the date and time of any non-school employee or visitor entering or exiting the building.
 - [Appendix D: Visitor Screening Form](#)

Food Service, Gatherings, and Extracurricular Activities:

- White Cloud Public Schools will increase eating areas inside and outside for the Junior High and High School buildings and also extending the lunch period to provide students the opportunity to remain socially distance, and time to eat their lunch in a health manner. White Cloud Elementary will remain in their cohorts throughout the day and lunch period.
- White Cloud Public Schools will for all gatherings, including those that apply outdoors will comply with current and future executive orders that set caps on congregations of people.
- White Cloud Public Schools extracurricular programs that run outside the time of the normal school day, will comply will all COVID-19 screening procedures set forth by White Cloud Public Schools.

CLEANING

Phase 5:

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White Cloud Public Schools Facilities Manager, Transportation Director, West Michigan Janitorial will audit necessary materials, cleaning and disinfection supplies, room usage by staff, and maintain all school buildings and vehicles according to [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#).

Facilities Manager and West Michigan Janitorial will develop a daily schedule per school building to clean:

SCHOOL BUILDINGS

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or dilutes bleach solution.
- Libraries, media centers, computer labs, arts and other hands-on classrooms must undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning but using an EPA-approved disinfectant is unnecessary.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from students, and with adequate ventilation when staff use products.
- Each classroom will be provided an EPA-approved disinfectant or diluted bleach solution and hand sanitizer.
- Staff must wear gloves, surgical masks and face shield when performing all cleaning activities.
- White Cloud Public Schools staff will complete a Google Form informing West Michigan Janitorial, Facilities Manager, and School Administration of what room (s) was used and what time during non-school hours or weekends. Part of the Google Form will be a staff self-check COVID-19 screening questionnaire.
 - [Appendix G: Building Access Form](#)

BUSSES

Phase 5:

Transportation Director will determine policies and procedures for cleaning and disinfecting



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transportation vehicles before and after every transit route. Transportation Director will maintain that all school vehicles are cleaned according to CDC and local health department guidelines.

BUSING AND STUDENT TRANSPORTATION CLEANING:

- **White Cloud Public School drivers and students will require the use of hand sanitizer containing 60% alcohol before entering the bus. Hand sanitizer will be supplied on the bus. Busses will be fitted with mounts for hand sanitizer dispensers for students to use as they enter the bus.**
- **The bus driver, staff, and all students in grades pre K-12, if medically feasible, must wear facial coverings while on the bus.**
- **Note: there may be situations where it is not safe for a bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public health officials.**
- **Transportation vehicles will be cleaned and disinfected before and after every transit route. Students must not be present when a vehicle is being cleaned.**
- **This will be part of the driver pre-trip form.**
- **Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door, or grab handles) prior to morning routes and prior to afternoon routes.**
- **This will be part of the driver pre-trip form.**
- **Equipment including items such as harness seats, wheelchairs, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.**
- **Weather permitting, doors and windows will be kept open when cleaning the vehicles and between trips to let the vehicles thoroughly air out.**
- **Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.**

ATHLETICS

Phase 5:

White Cloud Public School will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).

- **Students, teachers, and staff must use proper hand hygiene techniques before and after**
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every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event, practice or team function.

- All equipment must be disinfected before and after use.
- White Cloud Public Schools will follow MHSAA, NFHS, and the Governor's Executive Orders pertaining to spectator attendance numbers, spacing, and facial coverings for each possible athletic venue.

SCREENING

Phase 5:

- White Cloud Public Schools must cooperate with local public health department regarding implementing protocols for screening students and staff based on the [District #10 Health Department COVID-19 Return to School Toolkit](#).
- Kevin Hughes, District Health Department #10 will be collaborating with all districts in Newaygo County.
- White Cloud Public School families should perform an examination of their student (s) before sending their student(s) to school. If a student(s) exhibits symptoms, respiratory, gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home and should not return to school until they have tested negative or have completely recovered according to the [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#) .
 - [Appendix F: Student COVID-19 School Health Screening Agreement](#)
- White Cloud Public Schools will have a designated location or area to care for a student that becomes ill at school.
- White Cloud Public School student that is sent home from school should be kept home until they are tested negative or have completely recovered according to the [District #10 Health Department COVID-19 Return to School Toolkit](#).
- White Cloud Public School staff should conduct a daily self-examination, prior to coming to work. If a staff member exhibits symptoms, they should stay home and should not return to work until they have tested negative or have completely recovered according to the [District #10 Health Department COVID-19 Return to School Toolkit](#).
 - [Appendix E: Staff COVID-19 Workplace Health Screening Form](#)
- When in doubt, students and staff should remain home from school and follow-up with their physician or the District #10 Health Department 231-689-7300.

TESTING

Phase 5:



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- White Cloud Public Schools must cooperate with local public health department regarding implementing protocols for screening students and staff based on the [District #10 Health Department COVID-19 Return to School Toolkit](#).
- Kevin Hughes, District Health Department #10 will be collaborating with all districts in Newaygo County.
- White Cloud Public School families should perform an examination of their student (s) before sending their student(s) to school. If a student(s) exhibits symptoms, respiratory, gastrointestinal symptoms, or have a temperature of 100.4 or greater, they should stay home and should not return to school until they have tested negative or have completely recovered according to the [District #10 Health Department COVID-19 Return to School Toolkit](#) and [CDC School Guidelines](#).
 - [Appendix F: Student COVID-19 School Health Screening Agreement](#)
- White Cloud Public Schools will have a designated location or area to care for a student that becomes ill at school.
- White Cloud Public School students who develop a fever or become ill with COVID-19 symptoms at school shall wear a mask (unless medically unable) and be transported by their parent or guardian, emergency contact or ambulance if clinically unstable, for off-site testing. Symptomatic students sent home from school shall remain home until they have tested negative for COVID-19, or have been released from isolation according to the [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#)
- White Cloud Public School staff should conduct a daily self-examination, prior to coming to work. If a staff member exhibits symptoms, they should stay home and should not return to work until they have tested negative or have completely recovered according to the [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#).
 - [Appendix E: Staff COVID-19 Workplace Health Screening Form](#)
- White Cloud Public School Families will be notified of the presence of any laboratory or clinically diagnosed case of COVID-19, in the classroom and/or school to encourage closer observation at home. Notifications will be sent out via Skyward email, school website, Facebook page, or direct phone call.
- Family Health Care Child and Adolescent Center, will perform and is considered COVID-19 off-site testing on students or staff, pending the student has become ill or displayed symptoms. Families must have completed the appropriate paperwork with Family Health Care prior to testing.
 - [Appendix H: Family Health Care Consent Forms](#)
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- If in the event of a lab or clinically diagnosed case of COVID-19, White Cloud Public Schools and the District #10 Health Department, 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. It is recommended by the [District #10 Health Department COVID-19 Return to School Toolkit](#) that only those staff or students that develop symptoms require testing for COVID-19.
- All White Cloud Public Schools must cooperate with the state and local health department if a confirmed case of COVID-19 is identified, and in particular, White Cloud Public Schools and the local health department must collect the contact information, via seating charts for busses and classrooms, and surveillance cameras, 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.
 - [Appendix I: Contact Tracing Form](#)
- District #10 Health Department will initiate contact tracing, following regular health practice. Anyone who was within close contact of the case (less than 6 feet apart for 15+ minutes) will be asked to self-quarantine for 14 days after exposure. Local health officials, depending on the situation, may identify other contacts who require quarantine. White Cloud Public Schools can help the local health department by collecting data and contact information of those exposed.
- Note: White Cloud Public Schools will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Students communicable disease related information is protected health information. Even if a family/student acknowledges and publicly discloses a positive test, White Cloud Public Schools staff must NOT participate in discussions or acknowledge a positive test.

BUSING AND TRANSPORTATION

Phase 5:

Transportation Director will determine policies and procedures for cleaning and disinfecting transportation vehicles before and after every transit route. Transportation Director will maintain that all school vehicles are cleaned according to [CDC School Guidelines](#) and [District #10 Health Department COVID-19 Return to School Toolkit](#).

- White Cloud Public School drivers and students will require the use of hand sanitizer containing 60% alcohol before entering the bus. Hand sanitizer will be supplied on the bus. Busses will be fitted with mounts for hand sanitizer dispensers for students to use as they enter the bus.
- The bus driver, staff, and all students in grades pre K-12, if medically feasible, must wear facial coverings while on the bus.
- Note: there may be situations where it is not safe for a bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local public



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health officials.

- **Transportation vehicles will be cleaned and disinfected before and after every transit route. Students must not be present when a vehicle is being cleaned.**
- **This will be part of the driver pre-trip form.**

- **Frequently touched surfaces in the vehicle will be cleaned and disinfected (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door or grab handles) prior to morning routes and prior to afternoon routes.**
- **This will be part of the driver pre-trip form.**

- **White Cloud Public Schools will have a plan for getting students home safely if they are not allowed to board a vehicle.**

- **If a student becomes sick during the day, they will not use group transportation to return home and must follow safety protocols. If a driver becomes sick during the day, they must follow safety protocols for sick staff before returning to drive students.**

- **Equipment including items such as harness seats, wheelchairs, and adaptive equipment being transported to schools will be cleaned, sanitized, and disinfected daily.**

- **Weather permitting, doors and windows will be kept open when cleaning the vehicles and between trips to let the vehicles thoroughly air out.**

- **Weather permitting, keeping windows open while the vehicle is in motion will be considered to help reduce spread of the virus by increasing air circulation, if appropriate and safe.**