

# COVID-19 Preparedness and Response Plan

Executive Order 2020-142 District Preparedness Plan

Final  
07/10/20

**Name of District:** Washtenaw Technical Middle College

**Address of District:** 4800 E. Huron River Dr., Ann Arbor, MI 48105

**District Code Number:** 81903

**Web Address of the District:** [www.themiddlecollege.org](http://www.themiddlecollege.org) ; [wttmc@wccnet.edu](mailto:wttmc@wccnet.edu)

**Name of Intermediate School District:** Washtenaw Intermediate School District

**Name of Authorizing Body (if applicable):** Washtenaw Community College

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## Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single application should be filed by the district rather than multiple applications for individual schools within a district.

## Preparedness Plan Assurances

The District agrees to meet all of the following requirements of Executive Order 2020-142

- ✓ The District assures that when it provides in-person instruction to its students without disabilities, the district must also provide in-person instruction to its students with disabilities, consistent with their individualized education programs (IEPs).
- ✓ The District assures that when schools are closed to in-person instruction, districts must strive in good faith and to the extent practicable, based upon available resources, technology, training, and curriculum, as well as the circumstances presented by COVID-19, to provide equal access to any alternative modes of instruction to students with disabilities from birth through age 26. This assurance includes the provision of auxiliary services under section 1296 of the Revised School Code, MCL 380.1296.
- ✓ The District assures that while any state of emergency or disaster related to the COVID-19 pandemic continues, it shall comply with guidance from the United States Department of Education, including its Office of Civil Rights and Office of Special Education and Rehabilitative Services, and the Michigan Department of Education concerning the delivery of alternative modes of instruction to students with disabilities in light of the impact of COVID-19.
- ✓ The District assures that it shall, to the extent practicable and necessary, make individualized determinations whether and to what extent compensatory services may be needed for students with disabilities in light of the school closures during the 2019–2020 school year.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will close its buildings to anyone except: (a) District employees or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, including those employers or contractors necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. (b) Food-service workers preparing food for distribution to students or their families. (c) Licensed child-care providers and the families that they serve, if providers follow all emergency protocols identified by the state.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will suspend athletics, after-school activities, inter-school activities, and busing.
- ✓ The District assures that during **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continued pay of school employees while redeploying staff to provide meaningful work in the context of the Preparedness Plan, subject to any applicable requirements of a collective bargaining agreement.
- ✓ The District assures that in **Phases 1, 2, or 3** of the *Michigan Safe Start Plan* it will provide for the continuation of food distribution to eligible students.
- ✓ The District assures that during **Phase 4** of the *Michigan Safe Start Plan* it will prohibit indoor assemblies that bring together students from more than one classroom.
- ✓ The District assures cooperation with the local public health department if a confirmed case of COVID-19 is identified, and agrees to collect the contact information for any close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present in school.

## Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
  1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Washtenaw Technical Middle College (WTMC) will deliver robust online and virtual instruction to support learning in the absence of in-person instruction under Phase 1, 2, or 3 conditions.

First, faculty will deliver asynchronous online class instruction using the Blackboard platform. All teachers were provided a full week of summer 2020 professional development on best practices for online instruction and use of Blackboard.

New students will be taught to access -- and all returning students have already been taught to access and -- use Blackboard, the college-standard platform for distance learning on our campus.

WTMC will offer one-to-one technology tools for our students to ensure that all students have access to online and virtual instruction. We are prepared to offer every student an appropriate device (laptop or tablet). These tools will come with significant individualized support: All WTMC students have access to 24-hour technical support for Blackboard via the College’s information technology help line.

Every student has a designated academic advisor whose job is to monitor and support student success. WTMC academic advisors will make weekly contact with every student by phone or email to confirm that students are able to access and complete online work.

Parents will be taught to access Blackboard as a central, unified location for supporting their students’ learning. A weekly ninth-grade newsletter and electronic bulletin posts on PowerSchool will guide parents in understanding the content, skills, and curricula of online instruction.

Washtenaw Technical Middle College has a strong framework for keeping students at the center of educational activities and providing wrap-around support for students during the COVID-19 crisis. Every student has an academic advisor (called a BASE advisor) who has built a relationship with that student and his or her family. Each advisor has a maximum of 40 students under his or her care. This advisor is a first point of contact for any concerns, a source of encouragement, and an advocate for each student’s individual needs. Advisors teach a “soft skills” curriculum that actively helps students learn how to meet the communication, follow-through, and self-management expectations of virtual and distance learning.

Our academic advisor system allows each student to feel valued. Advisors have contacted each student on a weekly basis to monitor their progress in adjusting to online learning; they route students in need to our professional counseling staff; they monitor daily records of student online “attendance,” receiving and working to address concerns from classroom teachers about their advisees. Finally, BASE advisors will work for the remainder of the school year, in close consultation with students and families, to develop and revise student Educational Development Plans (EDPs) focused on student-identified goals.

Further supports are in place and will be maintained for special education students during online instruction: teacher consultants communicate weekly communication with our IEP students. We continue to offer every student a free and appropriate public education by making social worker, speech therapy, and teacher consultant services virtually.

In addition to the formal advisor system, WTMC’s Plan supports the academic and social-emotional wellbeing of its students by continuing to run “virtual” versions of many student clubs and activities.

Finally, all of our alternative instruction is supported and mirrored by our post-secondary partner institution, Washtenaw Community College. Pupils taking college classes as dual-enrolled students receive similarly robust and well-supported online and virtual instructional methods via the same online platform (Blackboard) which they have already been taught to use.

**B.** The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Face coverings** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
  - i) All staff and all students in grades preK-12 when on a school bus.
  - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
  - iii) All staff when in classrooms.
  - iv) All students in grades 6 and up when in classrooms.
  - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Face masks or face coverings must be worn by all employees and students on campus when in the presence of others – when six feet of separation cannot be continually maintained and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.).

All students and faculty will maintain at least six feet of physical distance at all time. Students will be clustered into small, separated cohorts to reduce the risk of virus spread in the school community.

Disposable masks will be provided by the school when students arrive on campus each day. Disposable masks may only be worn for one day and then must be placed in the trash. A student may also wear a cloth face covering. All students will be taught procedures for appropriate mask use and care, including putting on, removing, care and storage, and disposal of masks.

## 2. Hygiene

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

All classrooms on our campus are stocked with dispensers containing hand sanitizer with greater than 60% ethanol or 70% isopropanol, the preferred form of hand hygiene in healthcare settings.

All students and staff will be taught handwashing technique and personal hygiene protocols as part of their orientation to campus at the start of the school year: they must wash hands often with soap and water for at least 20 seconds especially after they have been in a public place, or after blowing a nose, coughing, sneezing, or touching a face. If soap and water are not readily available, they must use a hand sanitizer that contains at least 60% alcohol. Students and staff must cover all surfaces of their hands and rub them together until they feel dry. Employees should avoid touching their eyes, nose, and mouth, and wash their hands after touching their face.

Each student will be reminded to always cover his or her mouth and nose with a tissue when he or she coughs or sneezes or use the inside of his or her elbow. The tissue should be thrown in the trash. Immediately after, the student should wash his or her hands with soap and water for at least 20 seconds. If soap and water are not readily available, the student should clean his or her hands with alcohol-based hand sanitizer.

## 3. Cleaning

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

WTMC has enhanced cleaning protocols already in place. Custodial teams will clean classroom, office, and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings. Specific cleaning protocols for certain areas on campus are below:

**Restrooms** – will be cleaned and disinfected at the end of each day, or more often depending upon usage rates. Hydrogen Peroxide based cleaners and disinfection products will be used. Mid-day or midpoint use restrooms high touch areas will be disinfected

**Common Areas** – will be cleaned and disinfected at the end of each day, or more often depending upon usage rates. Mid-day or midpoint of use high touch areas will be disinfected with Hydrogen Peroxide wipes or spray Elevator buttons, hand rails, door handles, faucets, tables and other high touch points will be disinfected at the end of each day and also during mid-day or midpoint of use

**Notification of possible area that was exposed to virus** – Close off area if possible, clean and disinfect prior to reopening area. Wait to reopen the area for 24 hours if possible. If not wait as long as possible After deep cleaning, use disinfecting misters to cover all possible areas that could be contaminated, porous and non-porous surfaces. The school has begun using cleaners and disinfectants that have lower “dwell” or contact time to ensure proper disinfection.

#### 4. Athletics

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

Does not apply.

#### 5. Screening

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

Prior to their first time on campus, all faculty, staff and students will complete online training sessions that address: workplace and campus infection control practices as outlined in this COVID-19 Preparedness and Response Plan, the proper use of personal protective equipment, steps the employee or student must take to notify WCC of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19, and how to report unsafe working conditions

1. All students, employees, and contractors must check in with the Public Safety Department. Curbside check in will be available 7:00 am - 9:00 am at the entrance of the parking structure. After 9:00 am, check in will be in the Public Safety Office, located on the second floor of the Parking Structure. Walk up service will also be available at the curbside check in for anyone who bikes to campus or is driven via bus, taxi, Uber, Lyft, Etc., and arrive between 7:00 am – 9:00 am. The Campus Safety Officer will ask for the person’s name and reason for being on campus.
2. A Public Safety Officer will perform a temperature check, via a non-contact Infrared Forehead Digital Thermometer. The temperature reading will be communicated to the student, employee or contractor. When conducted at the curbside check in point, the student, employee, or contractor will stay in their car, while their temperature is taken. A mask must be worn by the student, employee, or contractor. A mask will be provided, if needed. Distancing of 6 feet will be enforced when checking in through the Public Safety Office. Public Safety Officers are required to wear a mask, face shield and gloves, while performing the temperature check. A temperature reading of 100.4° F or higher will result in denied campus entry. The Campus Safety Officer will record the name and temperature of any person denied access for this reason.
3. The student, employee or contractor will also complete an electronic screening questionnaire, via a personal mobile device or device provided by Public Safety. They will also enter their temperature on the questionnaire. If the student, employee, or contractor has a personal mobile device (phone, iPad, Tablet, Laptop), they should access the questionnaire and complete all information, with the exception of their temperature, prior to or while they are at the check in station. If a personal mobile device is not available, the student, employee or contractor will be directed to the Public Safety Office and a mobile device will be provided. Based on the questionnaire response and temperature reading, immediate approval or denial to campus, will be communicated via the mobile device, at the completion of the questionnaire. An affirmative response to COVID-19 symptoms, contact with a COVID-19 diagnosed individual, and/or international travel, will result in denied campus entry.
4. A student, employee, or contractor approved to enter campus, will be provided a sticker or wristband and allowed to proceed to their classroom, office, or meeting space. The sticker or wristband will be color coded by day and must be worn and visible while on campus. The

sticker should be discarded when leaving campus.

5. A student, employee, or contractor denied campus entry will not be allowed on campus and must return home. Students will have a designated separate room to await parent pickup if needed. Families will be provided with written notice, explaining their next steps.
6. Anyone refusing required screening will be denied entry to Campus buildings.

## 6. Testing

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

Employees, students and contractors who appear to have symptoms upon arrival at WTMC or who become sick during the day will be immediately separated from other employees, students and contractors and sent home. A designated segregated space will be assigned for the student or employee to wait in until transportation home can be arranged.

Within 24 hours of discovering an employee, student or contractor received a COVID -19 diagnosis, WTMC will determine which employees, students or contractors may have been exposed to the virus and take additional precautions, as necessary, including: Inform employees, students and contractors of their possible exposure to COVID-19 in the workplace while maintaining confidentiality as required by federal statute.

WTMC will follow the CDC Public Health Recommendations for Community-Related Exposure and instruct potentially exposed persons to stay home for 14 days and self-monitor for symptoms WTMC will contact the Washtenaw County Health Department and inform it of the case.

WTMC will not subject any employee to discharge, discipline, or retaliation for staying home from work if he or she or one of his or her close contacts tests positive for COVID-19 or has symptoms of the disease.

## 7. Busing and Student Transportation

Please describe how you will implement the **requirements** for busing and student transportation protocols from the *Return to School Roadmap* (p. 28).

Does not apply.

## C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

The district will continue to follow the policies and procedures listed above under Phase 4. We will continue to offer virtual learning options for all students, supported by on-campus learning labs to support students educational development. All the safety protocol and procedures listed under Phase 4 will continue to be in place.



1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

#### Facial Coverings

Facial coverings will be worn by staff except for meals. Homemade facial coverings will be washed daily. Disposable facial coverings will be disposed of at the end of each day. Facial coverings will always be worn in hallways, classrooms and common areas by all students in the building except during meals. Any student that is unable to medically tolerate a facial covering will not wear one. Any student that is incapacitated or unable to remove the facial covering without assistance, should not wear one. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Disposable facing coverings should be disposed of at the end of each day.

#### Hygiene

The school will provide adequate supplies to support healthy hygiene behaviors (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques). We will continue to 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. We will continue to educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues will be thrown in the trash and hands washed immediately using proper hand hygiene techniques. Students will wash their hands or use hand sanitizer after changing any classroom. Teachers will wash their hands or use sanitizer every time a new group of students enters their room.

#### Screening Students, Staff, and Guests

The school has a designated quarantine area and a staff person to care for children who become ill at school. Students who become ill with symptoms of COVID-19 at school will be placed in an identified quarantine area with a surgical mask in place until they can be picked up. Identified school staff caring for these children will wear a surgical mask. Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines. Strict records, including date and time, will be kept of non-school employees or other visitors entering and exiting the building.

#### Testing Protocols for Students and Staff and Responding to Positive Cases Strongly

Students who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and be transported by their parent/guardian, emergency contact, or ambulance, if clinically unstable, for off-site testing. Staff who develop fever or become ill with symptoms of COVID-19 at school should wear a mask and should be transported for off-site testing. Parents and guardians will be notified of the presence of any laboratory positive or clinically diagnosed cases in the classroom and/or school to encourage closer observation for any symptoms at home. Symptomatic students and staff sent home from school should be kept home until they have tested negative or have been released from isolation according to CDC guidelines. In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes within six feet to the student or staff member) so that they can be quarantined at home. Classmates should be closely monitored for any symptoms. At this time, empiric testing of all students in the class is not recommended. Only those that develop symptoms require testing.

#### Responding to Positive Tests Among Staff and Students

The school will notify local health officials, staff, and students immediately of any possible case of COVID-19 while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA)

and other applicable federal and state privacy laws. The Local Health Department will initiate contact tracing, following regular public health practice. Anyone who was within close contact of the case (less than six feet apart for 15+ minutes) will be asked to self-quarantine for up to 14 days after exposure. The school will provide staff with guidance on confidentiality laws and statutes that protect student and staff health information. Student communicable disease related information is protected health information. (Even if a family/ student acknowledges and publicly discloses a positive test, school staff and officials must not participate in discussions or acknowledge a positive test). Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious. Local health officials will provide instruction about return to work, using the most current guidelines from the CDC for this determination.

#### Gathering, and Extracurricular Activities

All gatherings, including those that occur outdoors will comply with current and future executive orders that set caps on congregations of people.

#### Cleaning

Custodial teams will clean office and work spaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also maintain hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings. Custodial teams will also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, etc.).

In areas that have been scheduled for use, the following will occur:

- Restrooms – cleaned and disinfected at the end of each day, or more often depending upon usage rates – Hydrogen Peroxide based cleaners and disinfection products will be used. Mid-day or midpoint use restrooms high touch areas will be disinfected
- Common Areas – cleaned and disinfected at the end of each day, or more often depending upon usage rates – Mid-day or midpoint of use high touch areas will be disinfected with Hydrogen Peroxide wipes or spray
- Elevator buttons, hand rails, door handles, faucets, tables and other high touch points will be disinfected at the end of each day and also during mid-day or midpoint of use
- Notification of possible area that was exposed to virus – Close off area if possible, clean and disinfect prior to reopening area. Wait to reopen area for 24 hours if possible – if not wait as long as possible
- After deep cleaning, use disinfecting misters to cover all possible areas that could be contaminated – porous and non-porous surfaces
- Cleaning teams are using cleaners and disinfectants that have lower “dwell” or contact time to ensure proper disinfection

#### Medically Vulnerable Students and Staff

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

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

All highly recommended protocols will be instituted by Washtenaw Technical Middle with the exceptions of the ones which do not apply to our school (athletics, food service, and transportation).

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

No. Washtenaw Technical Middle College Board of Directors and Administration believe that the safety of the students and staff is a primary mission of the school. All highly recommended and recommended protocols are being followed by the school.

## Final Steps for Submission

*Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator ) in time for approval by August 15 or seven days before the first day of school, whichever comes first.*

**Date of Approval by the District Board of Education, PSA Board of Directors, or nonpublic school chief/designated school administrator:**

**Link to the Board Meeting Minutes or Signature of Board President, or signature of nonpublic school chief/designated school administrator:**

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

*The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.*

**Name of District/PSA/Nonpublic Leader Submitting Plan:**

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

**Date Submitted to State Superintendent and State Treasurer:**