

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

Revised 11:00AM
07/29/20

Name of District: Vicksburg Community Schools

Address of District: 301 S. Kalamazoo Avenue

District Code Number: 39170

Web Address of the District: www.vicksburgschools.org

Name of Intermediate School District: Kalamazoo RESA

Name of Authorizing Body (if applicable):

Preparedness Plan Introduction

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

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

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

Preparedness Plan Assurances

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

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

Preparedness Plan

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

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

- A.** The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
- 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.

1. *Describe how the district will offer alternative modes of instruction other than in-person instruction while in Phase 1, 2, or 3 of the Michigan Safe Start Plan and a summary of materials each student and the student's parents or guardians will need to meaningfully access the alternative modes of instruction.*

Area of Instruction	Description of Alternative Mode of Instruction	Summary of Materials For Students and Families
Learning Management System (LMS)	All grades BK-12 will use Google Classroom as the LMS and Skyward for recordkeeping of assignments and grades. VPHS Only: All students will continue to use the existing Edmentum LMS.	
Core Academic Instruction	A combination of synchronous and asynchronous instruction will be provided to all students in grades BK-12. A rotating schedule will be implemented whereby students in each class will participate in synchronous instruction 40-50% of the allocated instructional time and asynchronously and/or independently 50-60% of the allocated instructional time. Schedules will be determined at the building level (EL, MS, HS). Synchronous instruction will be delivered through Google Meet. Daily schedules may be modified based on priority of the content area. Additionally, alternative modes of instruction may include use of online learning, telephone communications, email, videos, slideshows, project-based learning, use of instructional packets, or a combination to meet diverse student needs. Some independent student learning will also be required. Small group instruction, differentiation, scaffolding, accommodations, and instructional modifications will be incorporated into instructional planning as appropriate to ensure accessibility of learning for all students. Synchronous instruction sessions may be recorded.	<i>Provided by school as applicable:</i> textbooks, student journals, novels, math manipulatives, calculators, books, other required materials, guided notes for students <i>Families with Internet Access:</i> Links to student access versions of online resources - from teachers through Google Classroom and on VCS COL Website <i>Families without Internet Access:</i> Digital copies of required instructional materials and/or recordings of synchronous instruction will be provided on a thumb drive on a weekly/ biweekly basis as available. Print

		copies will be provided as required by the teacher or upon request of the family.
Specials/ Electives	<p>A combination of synchronous and asynchronous instruction will be provided to all students in grades BK-12. A rotating schedule will be implemented whereby students in each class will participate in synchronous instruction 30-50% of the allocated instructional time and asynchronously and/or independently 50-70% of the allocated instructional time. Synchronous instruction will be delivered through Google Meet. Daily schedules may be modified based on priority of the content area. Additionally, alternative modes of instruction may include use of online learning, telephone communications, email, videos, slideshows, project-based learning, use of instructional packets, or a combination to meet diverse student needs. Some independent student learning will also be required.</p> <p>VPHS: All electives are offered online through the Edmentum online platform with the exception of any class taken at VHS, which will fall under the direction of the high school administration.</p>	In addition to supplies for Core Academic Instruction, equipment and supplies for art, music, and PE will be provided as required for students to participate in planned instruction.
Social Emotional Learning	<p>Instructional activities, including but not limited to classroom meetings and mindfulness strategies, will be designed by classroom teachers, school counselors, and/or behavior specialists and will be provided in synchronous, asynchronous, and independent methods.</p> <p>VPHS: Homeroom teachers will check in with their students on a weekly basis in order to assess their social/emotional well being. Students who need extra assistance will be referred to the district social worker.</p>	No material needs anticipated but if needed would provide as described in Core Academic Instruction.
Intervention Services - Academic	<p>Tiers 1, 2, and 3 intervention services including special education services and English learner services will be provided <i>in coordination with the synchronous and asynchronous core academic instruction</i>. Individualized plans, including but not limited to Section 504 plans and IEPs, will be reviewed and revised to design and align services, supports, and accommodations to the remote learning environment. Intervention service providers will virtually collaborate with classroom teachers on delivery methods for assessments and instruction as outlined in individual student plans. Continuation of services plans will be developed for students with IEPs as needed.</p>	Same as Core Academic Instruction
Intervention Services - Social Emotional & Mental Health	<p>School counselors will schedule virtual meetings with students and families in a manner that maintains, to the extent possible, the frequency and focus of sessions provided during times of in-person instruction. Individualized plans will be reviewed and revised to design and align services, supports, and accommodations to the remote learning environment. Intervention service providers will virtually collaborate with</p>	If needed, the process would be the same as Core Academic Instruction.

	<p>classroom teachers on delivery methods for assessments and instruction as outlined in individual student plans.</p> <p>VCS will continue its collaboration with local licensed mental health providers to provide students with intensive mental health services as needed. Students participating in these services during the school year will have the opportunity to continue the services should we move to remote learning. Students may be identified and referred for services by teachers or other school personnel throughout the remote learning period.</p>	
Assessment	<p>Teachers will informally and formally assess the quality of work completed by students on an ongoing basis and provide feedback to students and families. Teachers will support students to self-assess the quality of work and to reflect on teacher feedback and learning progress.</p> <p>A variety of methods will be implemented to formatively and summatively assess each student's current level of understanding related to state standards. Results of assessments will provide valuable data to inform instructional decision making and to evaluate student learning. The primary resources for assessment will be: 1) assessments embedded in district approved instructional resources, and 2) Illuminate Data & Assessment (print format available). Google for Education may also be an assessment resource option.</p> <p>Students in grades K-8 will be assessed at the start of the school year in ELA and math using district universal screeners and/or formative assessments in each class/course. All students will be formatively assessed at the start of and throughout each instructional unit to inform instructional decision making related to recovery of loss learning and accelerating current grade level learning. All students will be summatively assessed at the conclusion of each instructional unit to evaluate mastery of required standards.</p>	<p>Internet Access</p> <p><i>Families with Internet Access:</i> Link to student access of instructional resources and/or Illuminate DnA.</p> <p><i>Families without Internet Access:</i> Digital copies of assessments will be provided on a thumb drive on a weekly/ biweekly basis as available.</p>
Family Communication and Support	<p>Classroom teachers, itinerant staff, and administrators at all grade levels will continue to reach out to students and families through Skyward Messenger, scheduled Google Meet, phone calls, emails, video sharing, and other online methods to continue relationships and connections with our students and parents to ensure the health, safety, and mental well-being of all of our students</p> <p>Weekly Learning Plans will be shared with families via email and/or Google Classroom by the classroom teacher and/or Building Principal, and will be posted on the Remote Learning section of the district's website. Daily Learning Plans will be shared by individual teachers via email and/or Google Classroom.</p> <p>Families and students will have access to resources to support all areas of instruction on the VCS District Website. Families</p>	<p><i>Families without Internet Access:</i> Digital copies of weekly and daily learning plans will be made available on a thumb drive on a weekly/biweekly basis.</p>

	<p>in need of training/support to access the digital instructional resources are encouraged to contact the classroom teacher or building principal.</p> <p>The District English Learner Coordinator will maintain ongoing communication with families via telephone, email, text, and/or virtual meetings to promote and support their understanding of the remote learning plan as well as the school closure in general.</p>	
Monitoring Student Engagement & Participation	<p>For all students in grades BK-12, where online resources are used in the implementation of learning plans, teachers and administrators will monitor and collect information related to the participation of students and families in the learning plans. Educators in grades BK-12 will contact students and families at least weekly if students are not engaging in instruction. Where print format is the primary form of instruction, staff will contact students and families weekly through texts and/or phone calls and maintain a log of those contacts.</p>	N/A
<p><i>2. How the district will aid students who lack access to computers or to the internet.</i></p>		
Assessing and monitoring that students and families have the devices needed to successfully engage in and complete schoolwork	<p>Upon request, all students will be provided a Chromebook to use at home during the remote learning period. Families/Parents who determine a Chromebook is needed after the initial distribution period should contact their building principal/technology. Teachers who become aware of the need for a student to have a Chromebook should contact their Building Tech. (techsupport@vicksburgschools.org)</p>	
Assessing and monitoring that students and teachers have adequate connectivity needed to successfully engage in and complete schoolwork.	<p>Families and teachers without internet access will be able to obtain access through district-provided hotspots (upon request to Building Principal) and/or access locations within the district (designated areas in school buildings, parking lots). Grant funds may be available for temporary access to internet service if the option exists at the location of the home. Families and teachers who are in need of internet access should contact their building principal. Teachers who become aware that a student lacks internet access will contact their Building Tech.</p>	

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.

- The expectations for the wearing of face coverings and how to obtain clean face coverings will be included in district parent/guardian communications, including social media, Skylert messaging, and all student and staff orientations.
- Facial coverings will be worn by preK-12 students, staff and bus drivers during school transportation. Facial coverings will be worn in hallways and common areas by preK-12 students in the building except during meals. Grades 6-12 will wear facial coverings during the school day in all classrooms, in addition to hallways and common areas.
- Students will be monitored by school staff when entering the building and in the hallways for face coverings.
- All students and staff must bring freshly laundered or a new disposable facial covering each day. An inventory of facial coverings will be available at each building in the classrooms and on the buses for needs that arise.
- Staff will teach students proper mask wearing technique.
- Individuals (staff or students) who claim medical exemption for facial coverings will need to provide rationale and documentation from their primary care physician. It is strongly recommended that students and staff wear face shields when masks are unable to be worn due to medical reasons.
- Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a school official (teacher, paraprofessional, administrator, school safety staff, playground aid, etc.) and asked to put the face covering on. The instance will be documented as a log entry in Skyward. Facial coverings displaying inappropriate materials or messaging are not allowed. Students wearing such facial coverings will be asked to change the facial covering or will be given a disposable one for the remainder of the day.
- Students showing patterns of non-compliance may be removed from the school building and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the administration or school safety officer. Continue removals from the school building may result in permanent placement into remote instruction with the student being banned from coming to the school site.

2. Hygiene

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

Every classroom will be supplied with hygiene products (such as paper towels, soap, hand sanitizer, tissues, trash receptacles) and will be checked daily and restocked in the classroom. Signs reinforcing proper handwashing techniques will be posted.

Each classroom will have a hygiene protocol that is posted and communicated via newsletters, web pages, and bulletin boards. The protocol will include a room and materials cleaning schedule.

Staff will teach students on the first day of school and reinforce weekly or more often as needed (this may be done via video):

- proper handwashing
- how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash
- proper mask wearing

Handwashing will be encouraged every 2-3 hours.

Soap and hand sanitizers will be systematically and frequently checked so dispensers stay filled. If supplies run out during the school day, teachers will contact the office immediately.

Custodial staff will:

- Procure adequate soap, hand sanitizer, paper towels, tissues
- Monitor hygiene supplies and refill as needed
- Procure hand sanitizing stations as deemed necessary during walk-through with building leaders

Sharing school supplies will be limited.

3. Cleaning

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

- Day custodial staff will walk the buildings wiping all frequently touched surfaces every four hours. Staff will note the time and date and initial on a chart that is kept daily.
- Libraries, computer labs, arts, and other hands-on classrooms will undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Staff will wipe down all frequently used materials after each class has exited with EPA-approved disinfectant. This will occur prior to the entrance of the next class.
- Classroom teachers will wipe down the students desks every time students exit the room at the elementary or after every period at the secondary level with EPA-approved disinfectant. All classrooms will have the appropriate EPA-approved disinfectant in their rooms.
- Playground equipment will be routinely cleaned once per week.
- Cleaning supplies stored in the classroom will be kept away from students by storing them in a secured location. Rooms will be ventilated by opening windows if possible and the univent system will be used to introduce outside air to the room. Bulk cleaning supplies will be locked in custodial closets located throughout the buildings.
- Staff will wear gloves, a mask, and face shield when cleaning.

4. Athletics

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

- Vicksburg Community Schools will comply with all guidance published by Michigan High School Athletic Association and the National Federation of State High School Associations by receiving weekly updates from the District Athletic Director and complying with all updated guidelines.
- Students, teachers, coaches and other staff will use proper hand hygiene techniques before and after every practice, event, or other gathering. Hand sanitizer will be available in all buildings and at each event. Every participant will confirm that they are healthy and without any symptoms prior to any event by completing a questionnaire.
- All equipment will be disinfected before and after use by coaches or other staff by using disinfectant wipes or sprays as appropriate.
- If school transportation is provided to competitions, facial coverings will be worn. Buses will be cleaned and disinfected before and after every use, as detailed in the subsequent “Busing and Student Transportation” section.
- Spectators will be allowed provided that facial coverings are used by observers (masks will be provided if necessary) and six feet of social distancing will be maintained at all times by separating spectators as needed. Stadium events will be limited to 100 people and school staff will be posted at entry and exit points to prevent crowding. Live streaming of athletic events may occur whenever possible.
- Each participant must use a clearly marked water bottle for individual use. There will be no sharing of this equipment. Coaches will monitor and remind student athletes not to share any equipment.
- Handshakes, fist bumps, and other unnecessary contact must not occur. Coaches and other staff will discourage student contact.
- Indoor weight rooms and physical conditioning activities that require shared equipment will be suspended at VCS until guidelines change. Outdoor physical conditioning activities will occur while maintaining social distancing.
- No indoor athletic spectator events will occur during Phase 4. Large scale outdoor spectator or stadium events will be limited to 100 people. This will be monitored by staff at entry points and/or pre-sale ticket sales. People not part of the same household will maintain six feet of distance from one another. If possible, live streaming of athletic events may occur.

5. Screening

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

- Vicksburg Community Schools will cooperate with the Kalamazoo County public health department regarding implementing protocols for screening students and staff.
- Staff members will be identified to care for students who become ill at school.
- Each school building will identify a remote and secluded room to serve as a quarantine area for students who become ill at school. Those students will be placed in the quarantine area with a surgical mask in place until they can be picked up. This room will be outfitted with appropriate

PPE including gowns, face shields, surgical or N95 Masks, gloves, sanitizing wipes, portable two-way radios, an internet-connected computer and log sheets.

- Parent communication will be made as soon as possible with clear and concise directions on where and how to pick up the student and where to report for testing. Symptomatic students sent home from school will be kept home until they have tested negative or have completely recovered according to CDC guidelines.
- All staff will be encouraged to conduct daily self-examinations, including a temperature check, prior to coming to work. If any staff members exhibit any respiratory or gastrointestinal symptoms, or have a temperature of 100.4 or greater, they must stay home.
- The district will strongly recommend that families check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 or greater should stay home and consider coronavirus testing if symptoms of COVID-19 are present. The presence of any symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.
- Positive tests for staff members will result in a required quarantine away from school for 14 days. Days of quarantine for COVID-19 positive results will NOT count against employee sick time allocations.

6. Testing

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

- Vicksburg Community Schools will cooperate with the Kalamazoo County public health department regarding implementing protocols for screening students and staff.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask, and be accompanied to the designated quarantine area until they can be transported by their parent or guardian, emergency contact, or ambulance if clinically unstable, for off-site testing.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will wear a mask and will be sent for off-site testing.
- Symptomatic students and staff sent home from school will be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- In the event of a lab or clinically diagnosed case of COVID-19, immediate efforts should be made to contact any close contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that they can be quarantined for 14 days at home. Students and staff should be closely monitored for any symptoms of COVID-19. At

this time, empiric testing of all students or staff members in the class is not recommended. Only those that develop symptoms require testing for COVID-19.

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).

- Hand sanitizer and supplies in which to brace/mount the hand sanitizer at the entrance of each bus will be ordered and installed. Each person will use hand sanitizer before entering the bus.
- Facial coverings will be worn by bus drivers, staff and all students while on the bus. Facial coverings will be available at the entrance of the bus in the event that a student does not come to the bus equipped with the necessary item.
- Communication will be sent to families related to the mandatory nature of wearing a facial covering on the bus and that all staff and students, if medically feasible, must wear it in order to be transported.
- Buses will be properly cleaned after the departure of the last child from each run and once the bus has returned to the transportation garage. Frequently touched surfaces will be disinfected prior to morning and afternoon routes. On those buses with specialized transportation and equipment needs, bus aides or drivers will wipe down the equipment upon entrance to the bus. Staff will schedule and maintain cleaning logs to confirm completion.
- Students that are not allowed to board the bus will be sent home. Secondary students will be sent home with a phone call notifying parents. Transportation staff will remain with elementary students until an adult family member arrives home.
- If a bus driver or student becomes ill during the day, they will not be allowed on the bus.
- Bus drivers, weather permitting, will keep windows open on the bus both in route and when stopped to improve ventilation.

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.

During Phase 5, Vicksburg Community Schools will follow the same protocols that are required in Phase 4 of the Return to School Roadmap, except for Personal Protective Equipment protocols. The district will instead follow the Roadmap's Phase 5 strongly recommended Personal Protective Equipment protocols and will strongly recommend that staff and students wear facial coverings.

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*.

All highly recommended protocols will be included.

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 included.

- 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**.

At this time, VCS does not plan to exclude highly recommended protocols in any Return to School Roadmap Phase 4 category. All Return to School Roadmap subparts that are not addressed above are incorporated by reference into this Preparedness Plan, but VCS only plans to follow the required and highly recommended protocols in those subparts.

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: