



LIVONIA  
PUBLIC SCHOOLS

## Elementary Strict Mitigation Measures for PreK-4 Schools

### Mask Wearing

Masks are **required** for all staff and students (except when eating/drinking or during outdoor recess) from pre-K to post secondary. This includes Pre K, grades K-6, 7-12 and post secondary levels. This applies to all schools, offices, departments, buses. If a student arrives without a mask, they will be given a mask to wear as a condition of entry.

**Mask wearing will be strictly enforced. Masks should be properly fitting face coverings.**

Allowable face coverings include:

- Reusable facial coverings (must be washed daily)
- Disposal masks (must be disposed of daily)
- Gaiters (one-piece neck and face sleeve)

*Exceptions:*

- *Students who have a documented medical condition must provide written paperwork from a medical doctor and the principal must contact the Director of Student Services. For students unable to tolerate a face mask due to a documented medical condition, a clear face shield or transparent partition will be provided for their own safety as well as the well being of those around them.*
- *The only time an adult does not need to wear a mask is when he or she is working alone in a room or office, or while eating. Face shields may be worn while instruction is taking place or while in meetings when physical distancing can be maintained. Staff who have a verified ADA accommodation must contact the Human Resources Department.*

### Screening Protocols

A screening and exposure plan based upon guidelines from the Wayne County Health Department has been established for LPS. This process must be followed diligently EACH DAY by all who enter the school, students and staff.

- Staff Protocols
  - Designated entry points of all Livonia Public Schools buildings will have an IR thermometer, instructions for taking temperatures, and a bucket of disinfectant wipes.
    - pre-K-8 (includes Garfield Community School) buildings will have no more than two (2) designated entry points.
    - 9-12 buildings will have no more than three (3) designated entry points.
  - If an employee's temperature is 100.4 degrees or higher, they must leave the building and call HR at (734) 744-2567 to inform.



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- Student Protocol
  - All students will be required to conduct the health and safety self assessment at home prior to coming to school. This will include taking their temperature prior to attending school. If the student can not answer “NO” to the questions or have a temperature of 100.4 degrees or higher, they may not attend school and must call the school attendance level.

### **Transportation**

Bus drivers, paraprofessionals, other staff, and all students in grades preK-12 and post-secondary, if medically feasible, must wear facial coverings while on the bus. All buses will be equipped with hand sanitizing stations and use will be required before entering the bus.

Buses will be cleaned and disinfected after the AM routes and again after PM routes. Windows and doors will remain open during cleaning. High touch areas will be disinfected between runs. Windows will be opened, weather permitting, while bus runs are being made. Any outside equipment/items brought onto any bus (ie: wheelchairs, adaptive equipment) must be cleaned and disinfected. Sick students and staff will follow the District protocol.(see COVID Case Specific Measures)

The seating protocol when entering a bus will be to sanitize their hands, and have on their face covering. Kindergarten students will continue to be seated in the front of the bus. Students that ride buses at the lower elementary level will continue to have identification on their backpacks. Buses will be loaded back to front (with the exception of Kdg). Buses will be dismissed from front to back.

### **Arrival**

There will be designated doors for students to arrive. Masks must be worn from the exit of a vehicle or once on school property if the student is walking. Students will only be permitted to enter the building starting 15 minutes before the start of the instructional day and they will go straight into the classroom (unless they choose breakfast-see below) with their belongings to avoid congregating in groups/lines outside. Teachers will then allow students, in small groups, to put their belongings away once they are all in the classrooms. For the health and safety of all, schools will allow drop off of students starting at (K-4 8:55; Niji 8:30; Webster ACAT 7:25; Webster ASD/MOCI 7:45), which will be communicated to transportation and parents and expected for all. Early arrivals will not be permitted.



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### Breakfast

Breakfast will continue to be available for students. Students who choose breakfast, upon entry into the building, may pick up breakfast, using physical spacing, and go directly to the classroom.

### Lunch

Noon monitors will dismiss the students to and from the cafeteria to get their lunch while utilizing safe spacing and following hallway traffic flow as designated below. Generally, all grades eat in the classrooms, with exceptions as determined by the school including children or classes who will eat in the cafeteria with appropriate physical distancing and practices. Noon monitors, and paraprofessionals when available, will also assist in monitoring lunch in the classrooms.

School Based Considerations: Depending on in-person enrollment, a different class/grade schedule for eating in the cafeteria, could be developed. Students, staff and teachers will wash hands prior to and following lunch. Lunch room staff will wear gloves and wear facial coverings.

### Dismissal

Teachers will conduct staggered dismissal to avoid congregating in groups/lines both in the school and outside. Dismissal will be fine-tuned by individual schools based on their established traffic flow and processes for student pick up (bus riders, parent pick up, walking), but will use a process that keeps students from congregating in one area. *Students are to remain in rooms until dismissal is announced.* Car pick up and walkers will be dismissed in a manner not to conflict with bus pickup.

### Hallway Traffic Flow

Students will walk on the right hand side when in the hallways; walking in single file lines and using tiles on the floor or arm-length spacing as a guide. All students will continue to wear face coverings during passing times.

### Visitors/Volunteers

Per Michigan Safe Start Roadmap guidelines, visitors and volunteers are prohibited unless a student emergency arises, a student needs to be picked up from school, or if they have a pre-arranged meeting such as a student IEP meeting. If items need to be dropped off for a student, schools will utilize a receptacle in the secure vestibule, along with a notepad and pen for parents to note the student's name and class, so that the visitor does not need to enter the school building. Those items will either be delivered by staff or picked up by students from the office.



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### **Cleaning**

The district will provide adequate supplies to support healthy hygiene behaviors (soap, hand sanitizer, paper towels, tissues, in addition to signs and videos reinforcing proper handwashing techniques). Explicit teaching and reinforcement of handwashing with soap and water for at least 20 seconds, proper covering of sneezes and coughs, etc... will take place.

All classrooms have sinks or hand sanitizer dispensers. Hand sanitizer stations have been placed throughout the school for regular use. Classes will have scheduled breaks with handwashing.

Frequently touched surfaces will undergo cleaning at least every 4 hours by custodial staff (with EPA-approved disinfectant or diluted bleach solution). Student desks will be wiped down after any change in class cohort (with EPA-approved disinfectant) by a staff member, following PPE protocols.

Daily, every classroom, bus and high touch areas will be cleaned and sanitized by a member of our transportation or custodial staff. In addition, a hospital-grade electrostatic sprayer machine will be used to sanitize the buses and classroom twice per week and more often as needed.

### **Locker Use**

Teachers will establish processes in their classrooms for locker usage with the goal of avoiding congregation in the hallways (see arrival). Lockers will be single use and not be shared at the elementary level.

### **Restroom Use**

Classroom restrooms will be utilized by students. Hallway bathrooms may also be utilized by students and will be limited to one student at a time when students go on their own. Schools will create their own system for signage (ex. Red Stop and Green Go signs)

### **Physical Distancing**

The district will achieve the maximum physical distancing through the following measures:

- Review classrooms available and additional spaces available.
- Desks and tables will face in a single direction whenever feasible and will be spaced out as much as possible to achieve minimally three feet of distance from head to head, up to 6 ft as possible if it is an option. If less than 6 feet away from each other, students must face the same direction.
- Large items of furniture will be removed from the classroom to allow for maximum physical distancing.



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- A seating chart with assigned seats will be utilized in all classes. The seating chart should be the same in all classes so that the same students are seated near each other in all classes. This would help with any needed contact tracing.
- Carpets can remain in the classroom but circle time will not be utilized until further notice.
- Instructional staff will maintain physical spacing as much as possible and/or maintain a clear plexiglass barrier between themselves and students, especially when in small group instruction.
- Floor markings will serve as reminders to keep physical space in common areas where lines may naturally form (i.e. - copier/printers machines).

### **Recess protocols**

As weather permits, teachers will take their own students out for a 10-15 minute recess on a staggered outdoor recess schedule in order to limit groups outside and keep students in classroom cohorts. Students do not need to wear masks while outside at recess, but must have them on until they are outside and put back on before they return inside. If recess is indoors social distancing requirements must be met. A schedule will be created at the building level to spread out their individual spaces throughout the week - Example: 5 locations and students can visit each location 1 time per week. Students shall wash or sanitize their hands prior to recess and after recess as they will be touching playground equipment both inside and outside.

### **Assemblies and Large Gatherings**

There will be no school assemblies or field trips while in Phase 4 per state guidelines. This also includes after school clubs and PTA events at the elementary level.

### **Ventilation**

Classroom windows will be open to provide additional ventilation throughout the year whenever appropriate.

**\*\*Note:** District school buildings have undergone extensive renovations over the past six years, during which schools' ventilation systems were upgraded and updated to meet current code. The air in one of our typical classrooms is turned over several times per hour, approximately 6 to 8 times. Every building's HVAC and ventilation system was tested and balanced to achieve the standards of current code by a company separate from that which completed the installation. LPS building supervisors always have and will continue to check system filters regularly and change them at a standard interval, typically 8-10 weeks, or based on poor condition of the filter.



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### **Attendance**

Attendance procedures return to normal practice as prior to COVID: attendance is mandatory and parents are asked to contact the school if their child will not be present. On the attendance form located on each school's website, a choice related to COVID 19 has been added.

### **Small Group Instruction**

Small group instruction may take place. Teachers will utilize a tri-fold plexiglass barrier when seated at the table with 2 students at the table. Minimally three feet of distance from head to head, up to 6 ft as possible. Other options for seating can be utilized as designed by individual schools, adhering to the same physical distancing guidelines.

### **Fresh air breaks; mask breaks**

As needed. Provide short breaks for students to go outside and take off masks and then return to the room. Teacher uses judgement in terms of a schedule of mask breaks, and goes outside the nearest door for a 3-5 minute break.

### **Water Bottles/Water Fountains**

Water fountains are not in use, they are covered. Students should bring their own water bottle. Water fillers may be used. Water fillers and sinks may be used for students to refill their water bottles during class breaks and PE.

### **Classroom Libraries**

Classroom libraries may be accessed and used by students. "Book talks" are encouraged as a way for teachers to introduce books and lessen the need for students to browse through all of the book bins. Once a book is returned, the teacher will utilize a separate bin to "hold" the book before returning it to circulation by others. Shared Materials (Footprints, Classroom Libraries, etc.) should be out of distribution for at least 24 hours.

### **Textbooks & shared resources/ materials**

Whenever possible, students will have their own set of materials. If that is not possible, shared material use will be limited and used only where necessary.





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### **Safety drills**

The required number of drills remains the same (5 fire drills/3 lockdown drills/2 tornado drill). *At least one fire, lockdown and tornado drill will need to be completed within the first 30 days after the return of students.*

The State required dates remain the same: 3 fire drills before December 1, at least 1 lockdown drill AFTER JANUARY 1, at least 1 tornado drill during the month of March, and *at least one drill (fire, lockdown or tornado) must take place during lunch, recess or a time when a significant number of students are not in a classroom.*

TORNADO DRILLS –will be Incorporated into the individual classroom tour of the building. Teachers will make sure to point out the tornado shelter area (i.e. "When we have a tornado alarm, this is where we go."). Explain (or have a student demonstrate) the tornado sheltering position:

LOCKDOWN DRILLS –Teachers will follow District training and published instructions. Teachers should avoid huddling students together/spread out and start working on securing/barricading the door and preparing a Plan B if the room is compromised ("this is our alternative exit, every one up and ready to run, if I say run...") Spreading apart should be part of the drill, regardless of COVID.

FIRE DRILLS - Teachers will follow District training and published instructions. During a drill, teachers will space students, arm length away from one another, when moving to and from the outdoor assembly point. Teacher will keep students arm length apart while waiting for the all-clear bell.

### **SACC**

SACC will be offered at K-4 and 5-6 while we are in Phase 4 and will follow LARA guidelines. Limited registration will take place due to limited allocations for seats.

### **Specials areas: (unique considerations)**

If physical distancing requirements can be met then all specials can be held in their special area classrooms, otherwise they will be held in the general classroom.

10 minutes between specials has been allocated for special area teachers to clean surfaces/equipment between classes.

### **Physical Education**

Physical education will be offered outside, whenever feasible. Masks are not required when PE is outside. Masks must be worn during inside PE. Indoor PE activities will be lower intensity.



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### **Music**

Music will be offered outside, whenever feasible. When inside we will offer opportunities to play rhythm instruments rather than wind instruments, and explore music in new ways. Seating will be in chairs or on carpet areas physically distanced apart.

### **Library**

LMC is part of the regular special area program . Book browsing/check-out should be limited choices so students are not touching many books but rather choosing from a set of books. When LMC books are returned, they will be kept out of circulation for a minimum of 24 hours.

### **Art**

Art teachers will utilize a cart and travel to the different classrooms, while students remain within their cohort. Students will use individual supplies during class. If standards of physical distancing are met Art is permitted to take place in the Art room.

### **Chromebooks/Mobile Devices**

If a student received a Chromebook from their school, he/she should bring that device to school for use each day. Students who do not bring a school-provided device or their personal device from home will be provided a device at school, where needed.

Additionally, Livonia Public Schools has the capacity and infrastructure of a Bring Your Own Device (BYOD) district. We encourage families to send their children with a personal device with a keyboard (i.e. - beyond a mobile phone) for their own use throughout the school day. Devices will be the responsibility of the student and family. Livonia Public Schools will not be responsible for lost, stolen, or broken devices.

Devices must be fully charged each day and students should bring a power cord. Chromebooks, laptops, mobile devices, keyboards, mouse, and other similar technology devices will be disinfected whenever shared from one student to another. Disinfect with an EPA-approved disinfectant. Never spray liquid directly onto a device. Either spray a cloth and use or use a disinfectant wipe.





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### **COVID Case Specific Procedures**

#### **Wellness rooms/Sick students during day**

The Wellness Room is a designated space for students who experience positive COVID-19 symptoms during school. It is recommended that students be monitored while they are in the Wellness Room. Anyone monitoring ill students should wear a mask and gloves. Add gowns if increased secretions, vomiting, or other bodily fluid contact are likely.

- Each school has a designated space available.
- PPE is required
- Parent/guardian will be required to pick up their student immediately.
- The Wellness Room will be sanitized and disinfected following cleaning protocols.
- Only select personnel will know the identity of the individual with COVID-19. The identity of the case is otherwise kept confidential, following Family Educational Rights and Privacy Act (FERPA) (for schools) and Health Insurance Portability and Accountability Act (HIPAA) regulations.
- Parents/guardians will be provided with an information sheet outlining the requirements to return to school.

If a sick student has been isolated in your Wellness Room, clean and disinfect surfaces in your area after the sick student has gone home:

- Open outside doors and windows to increase fresh air circulation in the areas.
- Clean and disinfect all areas used by the ill person, such as offices, bathrooms, and common areas.
- [Wellness Room Student Log Form](#) This form will be completed by the person supervising the Wellness Room.

Only select personnel will know the identity of the individual with COVID-19. The identity of the case is otherwise kept confidential, following Family Educational Rights and Privacy Act (FERPA) (for schools) and HIPAA (local health departments) regulations. This information should not be discussed or shared with others.

#### **Notification/Process after COVID positive student/staff**

Building Administration will notify the Director of Human Resources of a case involving a staff member. Building Administration will notify the Director of Student Services of a case involving a student.



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Administration and Staff will be provided with a letter from the Human Resources Department that specifies a positive COVID case in a school. Parents will be notified of a positive case in the school by the school administration. Staff and parents/guardians of students who have been reported to be in close contact with a positive case will be notified individually by building staff.

### **Wayne County Health Department scenarios for suspected or confirmed cases which are required to be followed by all local school districts:**

**#1.** A student/staff member within the school is confirmed to have COVID-19: The student/staff member are immediately excluded from school until 10 days since symptoms first appeared; AND at least 24 hours with no fever (less than 100.4F) without the use of fever-reducing medication AND symptoms have improved. Classmates and teachers who have been within 6 feet of the person for at least 15 minutes of the confirmed cases are excluded for 14 days after their last date of close contact with the positive case.

**#2.** A student/staff member within the school is symptomatic and pending COVID-19 test results: The student/staff member is excluded from school while awaiting test results. The student/staff person must be excluded from school until: They obtain a negative test result; AND They are symptom-free for 24 hours without the use of medications prior to returning to school. Classmates and teachers of the pending cases should be monitored for symptoms while waiting for test results. If symptoms develop they should call their medical provider to be tested for COVID-19. These individuals are not excluded from school at this point. A student/staff member who is symptomatic but refused to be tested is considered to have had a positive test result (see #1).

**#3.** A student/staff member within the school is identified as a "close contact" to a confirmed COVID-19 case: The student/staff member is immediately excluded from school until: 14 days since the last date of exposure to a person who tested positive. Classmates and teachers of the quarantined student/staff may

continue to attend school and should monitor for symptoms. If symptoms develop, they are instructed to call a medical provider and get tested for COVID-19 and follow the guidance under #2.

**#4.** Household member of a student/staff member within the school has been confirmed to have COVID-19: The student/staff member who lives in the same house as a COVID-19 positive person is excluded from school and will self-quarantined until: 14 days have passed after the last date of close contact with the household member.



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**#5.** Household member of a student/staff member within the school is both symptomatic and is a "close contact" of a COVID-19 positive case and is pending test: Students/staff members who live in the same household of a household member who is both symptomatic, and is a close contact of a COVID-19

positive case and that household member is waiting on COVID-19 test results is excluded from school. If the household member is positive follow #4. If the household member is negative, students can return to school.

**#6.** Household membership of a student/staff member within the school is a "close contact" to a known positive COVID-19 case: Students can remain in school and are monitored for COVID-19 symptoms. If COVID-19 symptoms develop in the household member, they are instructed to call a medical provider and get tested for COVID-19 and must be excluded from school and treated as in #5 pending results.