



# LIVONIA PUBLIC SCHOOLS

## Post-High School Strict Mitigation Measures

### 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 that 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.
    - Garfield Community School will have no more than two (2) designated entry points.
    - Schoolcraft College has 1 designated entry point into the Jeffries Center where LTP is located.
  - 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.
  - LTP uses Schoolcraft College's screening protocol.



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- Student Protocol
  - All students are 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. 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. Students will be permitted to enter the building before the start of the instructional day -- Livonia Transition Program earliest arrival is 7:55 AM; Western Wayne Skill Center earliest arrival is 7:19. Breakfast will continue to be available and students are permitted to access the cafeteria to pick up breakfast and take it directly to the classroom. Students arriving prior to the start of the instructional day, will proceed to the cafeteria area and adhere to physical distancing measures.

### **Dismissal**

Upon dismissal, students are expected to leave the building as soon as possible. Bus riders will move directly to the bus dismissal door with masks on while maintaining appropriate physical distancing to avoid congregating. Administration, teacher, and paraprofessionals will assist in the effort to clear the building.

### **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 drop down menu listing reason for absence, a choice related to COVID 19 will be added.



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### **Breakfast**

Breakfast will continue to be available for students. Students who choose breakfast, upon entry into the building, will pick up breakfast, using physical spacing, and remain in the cafeteria until the instructional day begins.

### **Lunch**

There will be multiple locations available to students for their 25 minute lunch period adhering to physical distancing measures -- ie: marking off every other seat, scattering tables, allowing outdoor eating where possible, allowing eating in other large common areas near the cafeteria. Masks are not required while eating, but must be worn when students are not seated eating and whenever they are moving about the area. Tables will be cleaned by staff.

Students, staff and teachers will wash hands prior and following lunch. Lunch room staff will wear gloves, wear facial coverings.

### **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.

The Livonia Transition Program is located at Schoolcraft College who follows their own cleaning protocols.



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### **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.

### **Hallway Traffic Flow**

A five-minute passing time will be utilized to avoid congregating in halls. School administration has determined directional traffic flow in hallways with directional signage and/or floor stickers, where needed. School staff will assist students in hallways to ensure proper safe traffic flow.

### **Physical Distancing**

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

- 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.
- Large items of furniture will be removed from the classroom to allow for maximum physical distancing.
- A seating chart with assigned seats will be utilized in all classes. This would help with any needed contact tracing.
- The seating protocol when entering a bus will be to fill seats from the back to the front. Buses will be dismissed from the front to the back of the bus.
- Individual desks will replace 2-person desks and tables to the extent possible.
- Instructional staff will maintain physical spacing or maintain a clear plexiglass barrier between themselves and students.
- Floor markings will serve as reminders to keep physical space in common areas where lines may naturally form (i.e. - copier/printers machines).



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### **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 distancing guidelines.

### **Locker Use**

To limit the congregation of students, locker use will be allowed at start/end of day.

### **Restroom Use**

Student restrooms will remain open during the day and emphasis will be for students not to congregate in restrooms during passing times. Teachers will allow students to use the restrooms during class periods.

### **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 go outside the nearest door for a 3-5 minute break.

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

Water fountains will not be in use, they will be covered. Students should bring their own water bottle. Water fillers may be used.

### **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.

### **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, when 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



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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.

### Assemblies and Large Gatherings

There will be no school assemblies or field trips while in Phase 4 per state guidelines.

### 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.

### 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.



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### COVID 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. 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.



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### ***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.

**#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.