

COVID-19 Preparedness and Response Plan

(Executive Order 2020-142 District Preparedness Plan Template)

<https://www.col-essentials.org>

Final
07/10/20

Name of District: Hanover-Horton School District

Address of District: 10000 Moscow Road, Horton, MI 49246

District Code Number: 38100

Web Address of the District: www.hanoverhorton.org

Name of Intermediate School District: Jackson County Intermediate School District

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*.
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.

If our region is placed in Phase 1, 2, or 3 of the Michigan Safe Start Plan, Hanover-Horton School District will provide instruction by primarily relying on two platforms: Seesaw (grades Y5-1) and Google Classroom (grades 2-12). Initially, the district will make available either an iPad for students engaging in Seesaw or a Chromebook for students utilizing Google Classroom. Eventually, the district will have enough devices to allow each student who needs a device to borrow a district owned device.

Teachers will provide recorded guided instruction in the form of videos or other methods which will enable students to continue learning at a pace similar to a traditional schedule. For those students without access to the internet, lesson materials will be downloadable to their devices which will allow the students to engage in their learning while not connected to the internet. All assignment submission will be done electronically.

- 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.

Hanover-Horton School District is committed to enforcing all of the applicable requirements for facial coverings as outlined in the MI Safe Schools Roadmap. District requirements will be shared with all employees and all of our families prior to school beginning with periodic reminders to serve as reminders. Depending on the severity of the incident of someone removing their face covering in

violation of this mandate, various levels of discipline will be taken ranging from a verbal correction to suspension. Additional masks will be available on the bus and in every office in order to assist in compliance with this requirement.

Our requirement plan includes the following:

- i) Unless medically exempted, all staff and students will be required to wear a face covering while on school buses. We will not allow anyone to board a bus without a face covering in place; our drivers will have extra masks available for any scenario involving a student being in need of a mask. All employees will be provided with multiple reusable masks and will be given the clear explanation that masks must remain properly worn while they are on a bus.
- ii) Unless medically exempted, all staff and students will be required to wear a face covering while in indoor hallways and common areas. Expectations will be clearly explained that all students and all staff are expected to be in a proper face covering at any time they are in the hallway. This expectation includes before and after school as well as during the school day.
- iii) Unless medically exempted, all staff members will be required to wear a face covering while in classrooms.
- iv) Unless medically exempted, all students will be required to wear a face covering while in classrooms.
- v) Unless medically exempted, all students in grades Young 5's through grade 5 will be expected to have a face covering in place any time they are out of their room except to eat, they are to keep their faces covered until they are seated in the cafeteria for meals, or if they are outside and properly spaced from students in another classroom. We plan on keeping our elementary students in classroom cohorts.

2. Hygiene

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

We are committed to following through with the requirements for hygiene as stated in the Return to School Roadmap. We 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). Despite nationwide shortages of many of these items, we have purchased or ordered the necessary items for our students and staff. Signs from the CDC or similar website will be posted throughout the buildings reminding everyone of not only proper hygiene techniques but also the importance of proper hygiene in general.

We will also 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 have installed sanitizer dispensers in every classroom in order to help reinforce the importance of proper use of sanitizer. There will also be signs near the sinks displaying proper handwashing techniques.

3. Cleaning

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

Our cleaning and disinfecting protocols will remain the same in both Phase 4 and Phase 5. We are committed to meeting all of the requirements of the clearing protocols from the Return to Learn Roadmap. We have researched the products and tools that we feel will best meet the needs of our

custodial staff in order to keep our buildings as clean as possible.

We will schedule our daytime custodians in a manner which will enable them to clean frequently touched surfaces including light switches, doors, benches, bathrooms, at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Our plan is to use Hyliard's RE-JUV-NAL as our primary disinfectant and will use a variety of delivery methods depending on the need of the task.

If students are using our libraries, computer labs, arts, and other handson classrooms, the rooms must undergo cleaning after every class period, when students were present, with either an EPA-approved disinfectant or diluted bleach solution. These occurrences will be handled on a case by case basis depending on the variables involved to appropriately meet this requirement. RE-JUV-NAL wipes will most often be used to disinfect touch surfaces and items between classes.

Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period. Every classroom will be provided with a consistent supply of RE-JUN-NAL wipes, or a similar product, in order to wipe down the desks.

Playground structures must continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary. Our playground supervisors will wash down the touch points of the playground at least once daily.

Ensure safe and correct use and storage of cleaning and disinfectant products, including storing products securely away from children, and with adequate ventilation when staff use products. All classrooms have locking cabinets in order to keep chemicals away from students. The primary cleaning product to be available in the classrooms will be disinfecting wipes. Other cleaning products will be maintained by our custodial staff.

Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities. The district will provide the necessary equipment, to the best of our ability, to our cleaning staff in order to protect their safety.

4. Athletics

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

Hanover-Horton School District will comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS) in order to comply with the requirements for athletics protocols from the Return to School Roadmap. .

Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event; signage is in place at every entrance outlining the symptoms to be aware of and provides instructions of how to proceed if symptoms are present.

All equipment must be disinfected before and after use. This will be accomplished by using various delivery methods to properly disinfect the equipment.

Inter-school competitions may be held provided that facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected before and after every use. Facial coverings are required to be worn on the bus at all times.

Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing can be maintained at all times. Attention must be given to entry and exit points to prevent

crowding. The Athletic Directors of the Cascades Conference will distribute a certain number of wristbands in order to limit attendance and speed up entry into the event. When the wristbands are distributed the recipients will be notified of the policy requiring facial covering throughout the event.

Each participant must use a clearly marked water bottle for individual use. There should be no sharing of this equipment. During competitions, disposable cups will be used for water in order to reduce the likelihood of sharing occurring.

Handshakes, fist bumps, and other unnecessary contact must not occur. Athletes will be instructed by our Athletic Department and coaches to avoid any unnecessary contact.

Indoor weight rooms and physical conditioning activities that require shared equipment are suspended. Outdoor physical conditioning activities are allowed while maintaining social distancing. Our staff will develop and implement training programs which do not involve using any of the items that are against protocol and follow the most current guidance available.

Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, and people not part of the same household must maintain six feet of distance from one another. Our events will follow the guidance of current orders and guidance in place regarding the amount of spectators allowed in our events. This will be explained to all athletes and their families prior to their first competition.

5. Screening

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

Hanover-Horton School District will cooperate with the local public health department regarding implementing protocols for screening students and staff.

6. Testing

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

Hanover-Horton School District will cooperate with the local public health department regarding implementing protocols for screening students and staff.

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).

Hanover-Horton School District's Transportation Department will meet the requirements for busing and student transportation protocols from the *Return to School Roadmap* by taking the following steps..

Require the use of hand sanitizer before entering the bus. Hand sanitizer must be supplied on the bus. Drivers will instruct every student to use sanitizer upon entering the bus.

The bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings while on the bus. Note: there may be situations where it is not safe for the bus driver to wear a facial covering. Decisions about these situations should be made on a case-by-case basis with local

public health officials.

Clean and disinfect transportation vehicles before and after every transit route. Children must not be present when a vehicle is being cleaned. Buses will be treated with appropriate disinfecting products in accordance with guidance.

Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes. Buses will be disinfected and cleaned with appropriate products in accordance with guidance.

Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily. Parents will be instructed to keep these items clean and to disinfect them prior to the student leaving for school. Appropriate staff will wipe the item down upon the student's arrival at school.

Create a plan for getting students home safely if they are not allowed to board the vehicle. Office personnel will work with the family of a sick student to arrange for transportation to occur. The student will not be transported with other children.

If a student becomes sick during the day, they must not use group transportation to return home and must follow protocols outlined above. If a driver becomes sick during the day, they must follow protocols for sick staff outlined above and must not return to drive students. All district staff will follow the guidance documents in order to appropriately handle an occurrence of a sick student or staff member.

Weather permitting, keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

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

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.

Hanover-Horton School District will maintain the same policies and procedures for Phase 5 of the Michigan Safe Start Plan as will be implemented in Phase 4 in order to enable a smooth transition if we have multiple changes between the two phases.

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*.

Hanover-Horton School District will implement the following strongly recommended protocols from the *Return to School Roadmap* during Phase 5.

Personal Protective Equipment

a Facial coverings should always be worn by staff except for meals. Facial coverings may be homemade or disposable level-one (basic) grade surgical masks. Any staff member who cannot medically tolerate a facial covering should not wear one. Any staff member that is incapacitated or

unable to remove the facial covering without assistance, should not wear a facial covering.

- α PreK-5 and special education teachers should consider wearing clear masks.

- α Homemade facial coverings should be washed daily.

- α Disposable facial coverings should be disposed of at the end of each day.

- α Facial coverings should always be worn in hallways and common areas by preK-12 students in the building except for during meals. Any student that is unable to medically tolerate a facial covering should 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. If social distancing and cohorting is practiced and enforced, facial coverings for students in grades preK-5 are encouraged but not required.

Hygiene:

- α 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).

- α 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.

- α Educate staff and students to cough and sneeze into their elbows, or to cover with a tissue. Used tissues should be thrown in the trash and hands washed immediately using proper hand hygiene techniques.

- α Students should wash their hands or use hand sanitizer after changing any classroom; teachers in the classroom should wash their hands or use sanitizer every time a new group of students enters their room.

Screening Students, Staff, and Guests:

- α Every school should identify and designate a quarantine area and a staff person to care for children who become ill at school.

- α Students who become ill with symptoms of COVID-19 at school should 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 should wear a surgical mask, with the exception of students with special needs requiring aerosolized procedures in which an N95 mask is required.

- α Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered according to CDC guidelines.

- α Strict records, including date and time, should 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:

- α 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.

- α 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.

- α Parents and guardians should 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.

- α 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.

- α 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:

- α 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.

α 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. Local health officials, depending on the situation, may identify other contacts who require quarantine. Schools can help the local health department by collecting data and contact information of those exposed.

α Note: schools should 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).

α 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.

Food Service, Gathering, and Extracurricular Activities:

α Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.

α Students, teachers, and cafeteria staff wash hands before and after every meal.

α All gatherings, including those that occur outdoors(e.g., graduations) should comply with current and future executive orders that set caps on congregations of people.

α If field trips occur, they should comply with transportation guidelines within this document, including mandatory facial covering.

Athletics:

α Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people. Spectators not part of the same household must always maintain six feet of distance from one another.

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

α All equipment must be disinfected before and after use.

α Buses must be cleaned and disinfected before and after every use, as detailed in the subsequent "Busing and Student Transportation" section.

α Each participant should use a clearly marked water bottle for individual use or use disposable cups. There should be no sharing of this equipment.

Cleaning:

α Frequently touched surfaces including lights, doors, benches, and bathrooms should undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution.

α Libraries, computer labs, arts, and other hands-on classrooms should undergo cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution. Efforts must be made to minimize sharing of materials between students, as able.

α Student desks should be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.

α Playground structures should continue to undergo normal routine cleaning, but using an EPA approved disinfectant is unnecessary.

α Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.

α Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children, and with adequate ventilation when staff use such products.

Busing and Student Transportation:

α Strongly encourage the use of hand sanitizer before entering the bus. Hand sanitizer will be supplied on the bus.

α The bus driver, staff, and all students in grades pre K-12, if medically feasible, should wear facial coverings while on the bus.

- α Clean and disinfect transportation vehicles regularly. Children should not be present when a vehicle is being cleaned.
- α Clean and disinfect frequently touched surfaces in the vehicle (e.g., surfaces in the driver's cockpit, hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles) prior to morning routes and prior to afternoon routes.
- α Clean, sanitize, and disinfect equipment including items such as car seats and seat belts, wheelchairs, walkers, and adaptive equipment being transported to schools.
- α Create a plan for getting students home safely if they are not allowed to board the vehicle.
- α If a student becomes sick during the day, they should not use group transportation to return home and should follow protocols outlined above.
- α If a driver becomes sick during the day, they should follow protocols for sick staff outlined above and should not return to drive students.

Medically Vulnerable Students and Staff:

- α Systematically review all current plans (e.g., Individual Healthcare Plans, Individualized Education Programs, Individualized Family Service Plans, 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.
- α 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.

Transportation:

- α Inventory buses, contractors, including any vehicles used for transporting students to/from school or to other school events, and students riding buses. Address questions, such as:
 - α How many buses are/or could be made available in the district?
 - α How much variation is there in the size and maximum capacity of buses in the district?
 - α How have the buses been currently or historically used (i.e., transportation to/from school, transportation for multiple schools, athletic events, food service delivery)?
 - α How many drivers will be returning? How many are in the training pipeline? What is the plan to address any shortage of drivers?
- α Assess whether any bus contractors have been impacted by COVID-19 (i.e., closed or opt-out from current routes).
- α Inventory bus drivers to understand the extent of high-risk populations.
- α Finalize bus procedures for bus drivers and students that are informed by public health protocols.
- α Encourage close collaboration between transportation and IEP teams to monitor changes to students' IEPs and implement accordingly.

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*.

Hanover-Horton School District will implement all of the strongly recommended protocols from the Return to School Roadmap during Phase 5.

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**.

Hanover-Horton School District will be implementing all of the strongly recommended protocols for Phase 4 in the Return to School Roadmap to the best of our ability. There will be challenges to meet the recommended space between desks of six feet. Students will be spaced as far apart as feasible

due to physical space limitations. Class sizes will be reduced if possible.

The only strongly recommended protocol that will be difficult for our district to meet is:
a Space desks six feet apart in classrooms. Class sizes should be kept to the level afforded by
necessary spacing requirements.

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: August 10, 2020

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



Gary Schuette, President Hanover-Horton Board of Education

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 Leader Submitting Plan: John Denney, Superintendent

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 11, 2020

Date Submitted to State Superintendent and State Treasurer: August 12, 2020