

COVID-19 SCHOOL GUIDANCE

PERSONAL PROTECTIVE EQUIPMENT

REQUIRED		
Phase 4	Phase 5	Phase 6
Facial coverings must always be worn by staff except for meals.	NONE	NONE
Facial coverings must be worn by preK-12 students, staff, and bus drivers during school transportation.		
Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.		
Facial coverings must be worn in classrooms by all students grades 6-12.		
All students in grades K-5 must wear facial coverings unless students remain with their classes throughout the school day and do not come into close contact with students in another class.		
STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
Facial coverings should be considered for K-5 students and students with special needs in classrooms.	Facial coverings must always be worn by staff except for meals.	NONE
Facial coverings should be considered for pre-K students and students with special needs in hallways and common areas.	Facial coverings must always be worn in hallways and common areas by preK-12 students in the building except for during meals.	
RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	Facial coverings should be considered for K-5 students and students with special needs in classrooms.	NONE

Facial coverings should be considered for K-5 students and students with special needs in classrooms, especially if students and teachers are not placed in cohorts.

Facial coverings should be worn in classrooms by grades 6-12 students.

HYGIENE

REQUIRED

REQUIRED		
Phase 4	Phase 5	Phase 6
Provide adequate supplies (soap, hand sanitizer, paper towel, tissues, signs to reinforce proper handwashing).	NONE	NONE
Teach and reinforce handwashing.		
STRONGLY RECOMMENDED		
Educate staff and students on how to cough and sneeze properly.	Provide adequate supplies (soap, hand sanitizer, paper towel, tissues, signs to reinforce proper handwashing).	NONE
Check and refill soap and hand sanitizers.	Teach and reinforce handwashing.	
Scheduled handwashing with soap and water every 2-3 hours.	Educate staff and students on how to cough and sneeze properly.	
Limit sharing of personal items.	Students should wash their hands or use hand sanitizer after changing any classroom.	
Keep students’ personal items separate.		
Limit use of classroom materials to small groups and disinfect between use.		
Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.		

RECOMMENDED

Phase 4	Phase 5	Phase 6
NONE	Check and refill soap and hand sanitizers.	Provide adequate supplies (soap, hand sanitizer, paper towel, tissues, signs to reinforce proper handwashing).
	Scheduled handwashing with soap and water every 2-3 hours.	Teach and reinforce handwashing.
	Limit sharing of personal items.	Check and refill soap and hand sanitizers.
	Keep students' personal items separate.	Educate staff and students on how to cough and sneeze properly.
	Limit use of classroom materials to small groups and disinfect between use.	
	Procure portable handwashing and/or hand sanitizing stations to set up throughout school buildings.	

SPACING, MOVEMENT, AND ACCESS

STRONGLY RECOMMENDED

Phase 4	Phase 5	Phase 6
Space desks six feet apart in classrooms.	NONE	NONE
When large tables are utilized, space students as far apart as feasible.		
Arrange all desks facing the same direction.		
Teachers should maintain six feet of spacing between themselves and students.		
Family members or other guests are not allowed.		
Post signage to indicate proper social distancing.		
Markers should be used at six foot intervals where line formation is anticipated.		
Provide social distancing floor/seating markings in waiting and reception areas.		
Post signs on the doors of restrooms to remind of social distancing and hand hygiene techniques.		

Adult guests entering should be screened for symptoms, wear a facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of non-school employees or other visitors entering and exiting the building.		
RECOMMENDED		
Phase 4	Phase 5	Phase 6
Windows kept open as much as possible.	Space desks six feet apart in classrooms.	NONE
Cohort groups of students to isolated hallways or areas that can be monitored.	When large tables are utilized, space students as far apart as feasible.	
"Specials" should be brought to the classrooms.	Arrange all desks facing the same direction.	
Consider a staggered school schedule that incorporates alternative dates of attendance or use of virtual teaching.	Teachers should maintain six feet of spacing between themselves and students.	
Efforts should be made to keep six feet of distance between people in the hallways.	Post signage to indicate proper social distancing.	
Monitor arrival and dismissal.	Markers should be used at six foot intervals where line formation is anticipated.	
Physical education should be held outside and social distancing of six feet.	Provide social distancing floor/seating markings in waiting and reception areas.	
Flow of foot traffic should be directed in only one direction, if possible; hallways should be divided with either side following the same direction.	Post signs on the doors of restrooms to remind of social distancing and hand hygiene techniques.	
	Window kept open as much as possible.	
	Cohort groups of students to isolated hallways or areas that can be monitored.	
	"Specials" should be brought to the classrooms.	
	Flow of foot traffic should be directed in only one direction, if possible; hallways should be divided with either side following the same direction.	
	Efforts should be made to keep six feet of distance between people in the hallways.	
	Monitor arrival and dismissal.	

SCREENING STUDENTS AND STAFF

REQUIRED		
Phase 4	Phase 5	Phase 6
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	NONE	NONE
STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
Identify and designate a quarantine area.	Identify and designate a quarantine area.	NONE
Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask.	Students who become ill with symptoms of COVID-19 should be placed in an identified quarantine area with a surgical mask.	
Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered.	Symptomatic students sent home from school should be kept home until they have tested negative or have completely recovered.	
Staff should conduct daily self-examinations, including a temperature check, prior to coming to work.	Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	
RECOMMENDED		
Phase 4	Phase 5	Phase 6
Monitoring form (paper or electronic) for screening employees should be developed.	Staff should conduct daily self-examinations, including a temperature check, prior to coming to work.	NONE
Families are encouraged to check their child’s temperature at home every morning.	Any parents or guardians entering the building should wash or sanitize hands prior to entry.	
Families are encouraged to monitor their children for symptoms of COVID-19.	Family members or other guests are not allowed.	
	Families are encouraged to check their child’s temperature at home every morning.	

TESTING PROTOCOLS FOR STUDENTS AND STAFF AND RESPONDING TO POSITIVE CASES

REQUIRED		
Phase 4	Phase 5	Phase 6
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	NONE	NONE
STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	Students who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	NONE
Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	Staff who develop a fever or become ill with COVID-19 symptoms at school should wear a mask and be transported for off-site testing.	
Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	Symptomatic students and staff sent home from school should be kept home until they have tested negative for COVID-19, or have been released from isolation according to CDC guidelines.	
Families should 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.	Families should 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. 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.	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. 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.	



RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	Parents or guardians are encouraged to check student's temperature at home every morning. Parents or guardians are encouraged to monitor for symptoms of COVID-19.	NONE

RESPONDING TO POSITIVE TESTS AMONG STAFF AND STUDENTS

REQUIRED		
Phase 4	Phase 5	Phase 6
Schools must cooperate with the local public health department regarding implementing protocols for screening students and staff.	NONE	In the event of a lab or clinically diagnosed case of COVID-19 among staff or a student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed. If the person was in the school building without a facial covering, or large areas of the school were exposed to the person, short term dismissals may be required to clean and disinfect the larger areas. This decision must be made in concert with the local public health department.

STRONGLY RECOMMENDED

Phase 4	Phase 5	Phase 6
Notify local health officials, staff, and students immediately of any possible case of COVID-19.	Notify local health officials, staff, and students immediately of any possible case of COVID-19.	NONE
Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious.	Employees with a confirmed case of COVID-19 should only return to the workplace after they are no longer infectious.	
Cleaning staff should wear a surgical mask, gloves, and a face shield when performing cleaning of these areas.		
If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.		

RECOMMENDED

Phase 4	Phase 5	Phase 6
NONE	If possible, smaller areas such as individual classrooms should be closed for 24 hours before cleaning to minimize the risk of any airborne particles.	NONE

FOOD SERVICE, GATHERINGS, AND EXTRACURRICULAR ACTIVITIES

REQUIRED

Phase 4	Phase 5	Phase 6
Prohibit indoor assemblies that bring together students from more than one classroom.	NONE	NONE

STRONGLY RECOMMENDED

Phase 4	Phase 5	Phase 6
NONE	Serving and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	NONE

	<p>Students, teachers, and staff should wash hands before and after every event.</p> <p>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.</p> <p>If field trips occur, they should comply with transportation guidelines within this document.</p>	
RECOMMENDED		
Phase 4	Phase 5	Phase 6
Classrooms or outdoor areas should be used for students to eat meals at school, if distancing guidelines cannot be met.	Classrooms should be used for eating in place, taking into consideration food allergies.	NONE
If cafeterias must be used, mealtimes should be staggered and cafeteria staff should use barrier protection including gloves, face shields, and surgical masks.	If cafeterias must be used, mealtimes should be staggered.	
Students, teachers, and staff should wash hands before and after every event.	If possible, school-supplied meals should be delivered to classrooms with disposable utensils.	
Large scale assemblies of more than 50 students are suspended.	Students, teachers, and staff should wash hands before and after every event.	
Off-site field trips that require bus transportation to an indoor location are suspended.	After-school programs may continue with the use of facial coverings.	
Recess should be conducted outside whenever possible with appropriate social distancing and cohorting of students. If more than one class is outside, students should wear facial coverings.		
If possible, school-supplied meals should be delivered to classrooms with disposable utensils.		
Extracurricular activities may continue with the use of facial coverings.		

ATHLETICS

REQUIRED

Phase 4	Phase 5	Phase 6
<p>Comply with all guidance published by Michigan High School Athletic Association (MHSAA) and the National Federation of State High School Associations (NFHS).</p> <p>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.</p> <p>All equipment must be disinfected.</p> <p>Inter-school competitions may be held provided that, facial coverings are worn if school transportation is provided. Buses must be cleaned and disinfected.</p> <p>Spectators are allowed provided that facial coverings are used by observers and six feet of social distancing.</p> <p>Use a clearly marked water bottle for individual use no sharing.</p> <p>Handshakes, fist bumps, and other unnecessary contact must not occur.</p> <p>Indoor weight rooms and physical conditioning activities that require shared equipment are suspended.</p> <p>Large scale indoor spectator events are suspended. Large scale outdoor spectator or stadium events are limited to 100 people, maintain six feet of distance from one another.</p>	NONE	NONE

STRONGLY RECOMMENDED

Phase 4	Phase 5	Phase 6
NONE	<p>Indoor spectator events are limited to 50 people. Large scale outdoor spectator or stadium events are limited to 250 people.</p> <p>Students, teachers, and staff must use proper hand hygiene techniques before and after every practice, event, or other gathering.</p>	NONE

	All equipment must be disinfected before and after use.	
	Buses must be cleaned and disinfected.	
	Use a clearly marked water bottle for individual use no sharing.	
RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	Indoor weight rooms and physical conditioning activities are allowed. Social distancing of six feet between participants should be maintained.	
	Handshakes, fist bumps, and other unnecessary contact should not occur.	

CLEANING

REQUIRED		
Phase 4	Phase 5	Phase 6
Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours.	NONE	NONE
Libraries, computer labs, arts, and other hands on classrooms must undergo cleaning after every class period.		
Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.		
Ensure safe and correct use and storage of cleaning and disinfection products.		
Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.		
STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning at least every four hours.	NONE

	<p>Libraries, computer labs, arts, and other hands on classrooms must undergo cleaning after every class period.</p> <p>Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.</p> <p>Ensure safe and correct use and storage of cleaning and disinfection products.</p> <p>Athletic equipment can be cleaned with either an EPA-approved disinfectant or diluted bleach solution before and after each use.</p>	
RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.	NONE

BUSING AND STUDENT TRANSPORTATION

REQUIRED		
Phase 4	Phase 5	Phase 6
Hand sanitizer before entering the bus.	NONE	NONE
Bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings.		
Clean and disinfect transportation vehicles before and after every transit route.		
Clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.		
Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.		
Create a plan for getting students home safely if they are not allowed to board the vehicle.		

If a student becomes sick during the day, they must not use group transportation to return home.		
Weather permitting, keep doors and windows open.		
Consider keeping windows open while the vehicle is in motion.		
STRONGLY RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	<p>Hand sanitizer before entering the bus.</p> <p>Bus driver, staff, and all students in grades preK-12, if medically feasible, must wear facial coverings.</p> <p>Clean and disinfect transportation vehicles before and after every transit route.</p> <p>Clean and disinfect frequently touched surfaces in the vehicle prior to morning routes and prior to afternoon routes.</p> <p>Create a plan for getting students home safely if they are not allowed to board the vehicle.</p> <p>If a student becomes sick during the day, they must not use group transportation to return home.</p> <p>Clean, sanitize, and disinfect equipment including items such as car seats, wheelchairs, walkers, and adaptive equipment being transported to schools daily.</p>	NONE
RECOMMENDED		
Phase 4	Phase 5	Phase 6
NONE	<p>Weather permitting, keep doors and windows open.</p> <p>Consider keeping windows open while the vehicle is in motion.</p>	NONE

MEDICALLY VULNERABLE STUDENTS AND STAFF

STRONGLY RECOMMENDED

Phase 4	Phase 5	Phase 6
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.	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.	NONE
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.	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.	

RECOMMENDED

Phase 4	Phase 5	Phase 6
Staff caring for children and providing any medical care that includes aerosol generating procedures (e.g., nebulizers) should have N95 masks.	Staff caring for children and providing any medical care that includes aerosol generating procedures (e.g., nebulizers) should have N95 masks.	NONE
Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.	Enable staff who are high-risk for severe illness to minimize face-to-face contact and to allow them to maintain a distance of six feet from others, modify job responsibilities that limit exposure risk, or to telework if possible.	

NOT INCLUDED:

Mental and Social-Emotional Health, Instruction, Operations components of plan.