



LIVONIA  
PUBLIC SCHOOLS

## Middle School Strict Mitigation Measures for 7- 8 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: **Section updated March 2021**

- Reusable cloth face mask (must be washed daily)
- Disposal face masks (must be disposed of daily)
- Gaiters (must have two layers or fold it to make two layers)

*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.
    - 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 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 line.

### **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. Masks must be worn from the exit of a vehicle or once on school property if the student is walking. Students will be permitted to enter the building starting 15 minutes before the start of the instructional day and they will go directly to their first period unless they are grabbing breakfast which may be consumed during the first period. For the health and safety of all, schools will allow drop off of students starting at (7:15), which will be communicated to transportation and parents and expected for all. Early arrivals will not be permitted.

### **Dismissal**

Upon dismissal, students are expected to leave the building as soon as possible. Bus riders will move directly to the bus loop with masks on while maintaining appropriate physical distancing to avoid congregating. Administration, teacher, paraprofessionals and school security personnel will assist in the effort to clear the building. Students must wait for their rides outside of the building, weather permitting.

### **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. During remote learning attendance calls are turned off, when students return in person the robo calls will be reinstated.



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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 go directly to the classroom.

### **Lunch**

There will be three lunch periods of 25 minutes each utilizing physical distancing for example, marking off every other seat, scattering tables, allowing outdoor eating where possible, allowing eating in other large common areas near the cafeteria. A seating chart for each lunch period will be created. Masks are not required while eating, but must be worn when students are not seated in the cafeteria. Tables will be cleaned by staff between each lunch period. Microwaves will not be available.

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. Dispensers are placed throughout each school as well.

Classes will have scheduled breaks with hand washing or sanitizing prior to and after eating.

Frequently touched surfaces in the school 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 per Roadmap requirements.

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.



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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**

Five-minute passing time to avoid congregating in halls. School administration will determine directional traffic flow in hallways (e.g right hand side of the hallway), with directional signage and/or floor stickers, where needed.

### **Physical Distancing**

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

- Conduct an inventory of available space at every school.
- Desks and tables will face in a single direction whenever feasible and will be spaced out as much as possible to achieve minimally 3 feet of distance from head to head, up to 6 feet where 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.
- Instructional staff will maintain physical spacing as much as possible and/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 same physical distancing guidelines.

### **Locker Use**

Lockers, if used, will only be used at the beginning and at the end of the day. Students, upon entry into the building, will go straight to their lockers, drop off their items, and then go straight to first/fourth hour. Lockers will not be shared at the middle school level.

### **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. A maximum capacity of persons should be indicated for restroom use.

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

### **Classroom Libraries**

Classroom libraries may be accessed and used by students. Once a book is returned, the teacher will utilize a separate bin to "hold" the book for a minimum of 24 hours before returning it to circulation by others.

### **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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### **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 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.

### **Physical Education - P.E.**

Will be offered outside when physical activities are involved; will be inside with low intensity or health lessons. Based on the MHSAA guidance, we are recommending that PE is: "normal" with students wearing masks and physically distanced. Fitness room equipment will be sanitized between student use.

### **Music**

Classes will practice outdoors as much as possible, weather permitting. Specialized PPE may be provided for musical instruments.

### **Library**

Book checkout offerings should be limited choices so students are not touching many books but rather choosing from a set of books. When books are returned, they must be out of circulation for 48 hours.

### **Art**

Will be offered in the Art room with students using individual supplies and physical distancing as much as possible. Shared spaces will be disinfected between classes.

### **Family Consumer Science:**

Will be offered in the Foods room with students using individual supplies and physical distancing as much as possible. Shared spaces will be disinfected between classes.



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### **PLTW:**

Will be offered in the PLTW room with students using individual supplies and physical distancing as much as possible. Shared spaces will be disinfected between classes.

### **Industrial Technology:**

Will be offered in the Industrial Tech room with students using individual supplies and physical distancing as much as possible. Shared spaces will be disinfected between classes.

### **Gap After School (Athletics/Activities)**

If school administrators choose to allow students who are involved in after school activities or athletics to remain on site, the school will determine safe "gap time" procedures for those students, utilizing administrators and other appropriate staff to supervise students. Students must be monitored, physically distanced and not congregating during this time.



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### **Assemblies and Large Gatherings**

There will be no school assemblies or field trips while in Phase 4 per state guidelines. This also includes all-school and PTA events.

### **Visitors/Volunteers**

Per Michigan Safe Start Roadmap guidelines, visitors are prohibited unless a student emergency arises, a student needs to be picked up from school, or if they have a pre-arranged 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. Those items will be 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 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.