



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** July 29, 2020

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors  
Nonpublic School Administrators

**FROM:** Kyle L. Guerrant, Deputy Superintendent  
Finance and Operations KG

**SUBJECT:** COVID-19 Preparedness and Response Plan – MEMO #COVID-19-080

The Michigan Department of Education (MDE) requests that you complete the COVID-19 Preparedness and Response Plan as outlined in this memorandum and in accordance with Executive Order 2020-142.

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."

Each school district—traditional, 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 local board in time for approval by August 15, or seven days before the first day of school, whichever comes first. This document, when completed, serves as a single assurance document and preparedness plan. The [MDE Preparedness Plan Template Memo](#) provides further information.

The preparedness plan will be collected by the ISD for traditional public school districts, by the authorizing bodies for PSAs, and by the chief/designated school administrator for independent nonpublic schools for transmission to the state superintendent of public instruction and state treasurer by August 17, 2020.

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Additionally, preparedness plans must be posted on the traditional school district's, PSA's, or nonpublic school's public website home page no later than August 17, 2020. A single plan should be filed for the entire district rather than multiple plans for individual schools within a district. In the case of some nonpublic schools, the diocese or multi-campus single board governance may submit multiple plans to the state superintendent of public instruction on behalf of their individual nonpublic school members.

Each ISD, PSA authorizer, and nonpublic school or boarding school will access the following link to complete the preparedness plan submission:

[www.michigan.gov/mde-responseplantemplate](http://www.michigan.gov/mde-responseplantemplate).

There are multiple methods to submit your plan via the link, including: (1) use of and upload of the provided template; (2) use of the fillable online version of the provided template; or (3) use of and upload of your localized plan. For members uploading on behalf of multiple educational entities, they will also be asked to upload a listing of school names and identification codes for those being submitted collectively. This collection will satisfy submission to both the state superintendent and state treasurer, as Michigan Department of Treasury staff will have access to the system, as well.

#### **MDE CONTACTS FOR MORE INFORMATION**

- For questions regarding the **preparedness plan**, please call the Office of Grants, Contracts & School Support at 517-241-5386.
- For questions regarding the **link or application**, please call 517-241-6270 or email [mde-gems@michigan.gov](mailto:mde-gems@michigan.gov).

Please note that a Michigan Education Information System (MEIS) account and/or security agreement is not required to complete the preparedness plan. All required actions can be completed by accessing the GEMS/MARS link provided.

Thank you for your attention to this important matter.

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors