



# Hillsboro School

## RETURN TO LEARNING PLAN

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Hillsboro Public School Board Approved  
August 7, 2020 – Edited October 8, 2020 – Edited November 12, 2020

Hillsboro Public School Families,

Hillsboro School's goal for the fall of 2020 is to create a safe and effective learning environment for our learners, educators, and staff. To support this goal, we have developed this learning & health and safety plan for school board approval.

For academic, social-emotional, and economic reasons, we strive to return to an in-person model. We do not disregard the health and safety concerns associated with this virus. The district must consider all practical steps to keep our schools from contributing to virus spread in our community.

This plan encompasses the work of our administrative colleagues, with input from our learners, educators, staff, school board, local public health units, and parents. This group reviewed the guidelines given to ND schools, Centers for Disease Control and Prevention (CDC) recommendations, and survey feedback gathered from our facilitators of the planning committee.

We realize that reviewing this plan may not address every question you have. But we must remain open to what is possible and consider all options so we can move forward. As the status of the pandemic and recommendations for our response change, this information is subject to change.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. Together, Hillsboro can provide quality education to our children in a safe manner, if we work together collaboratively.

Respectfully,

Paula Suda  
Superintendent

Tim Kozojed  
President of the Hillsboro School Board

# Assumptions & Assurances

## Hillsboro Public School believes:

- Ensure the safety and well-being of all students and employees.
- Promote equity and accessibility to learning for all students.
- Provide instructional delivery systems to meet the needs of all students.
- Foster positive relationships and interactions.

## Our Planning Team

The Hillsboro Public School's Return to Learning Plan was crafted and reviewed by a team consisting of the following:

- Learners
- Secretaries
- Educators
- School Board members
- Custodial Staff
- School Principals
- Parents
- School Partners
- Cooks
- Transportation Manager
- Traill County Health (NDDoH)

Input was gathered by various means to allow for a wide range of input, while maintaining social distancing.

## Anticipated Timeline

July 23, 2020 – 4:00PM	Planning Committee meeting to develop plan for submission to Hillsboro School Board.
Monday, July 27 <sup>th</sup> – 1:30PM	Elementary School Staff Input Webinar Meeting
Monday, July 27 <sup>th</sup> – 2:00PM	High School Staff Input Webinar Meeting
Wednesday, August 5 <sup>th</sup> – 7:00PM	Community Input Webinar Meeting
Thursday, August 6 <sup>th</sup> – 6:00PM	Planning Committee meeting in HS Gym
August 7, 2020 – 7:30AM	Present plan to Hillsboro School Board for Review/Approval

# COVID-19 Response Team & Coordinators

This organizational structure was created to assist in the development and monitoring of the district return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the district responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a responsive process to address issues that may not be recognized today, and may arise.

## **OPERATIONS** – Superintendent

- Facilities
- Transportation
- Food Service
- Health Services
- Budget
- Staff
- School Board
- Parents
- Communication
- Community Relations

## **INSTRUCTION** – Building Principals

- Curriculum
- Technology
- Special Education
- Learners
- Educators
- Parents
- Mental Health
- Professional Development
- EL

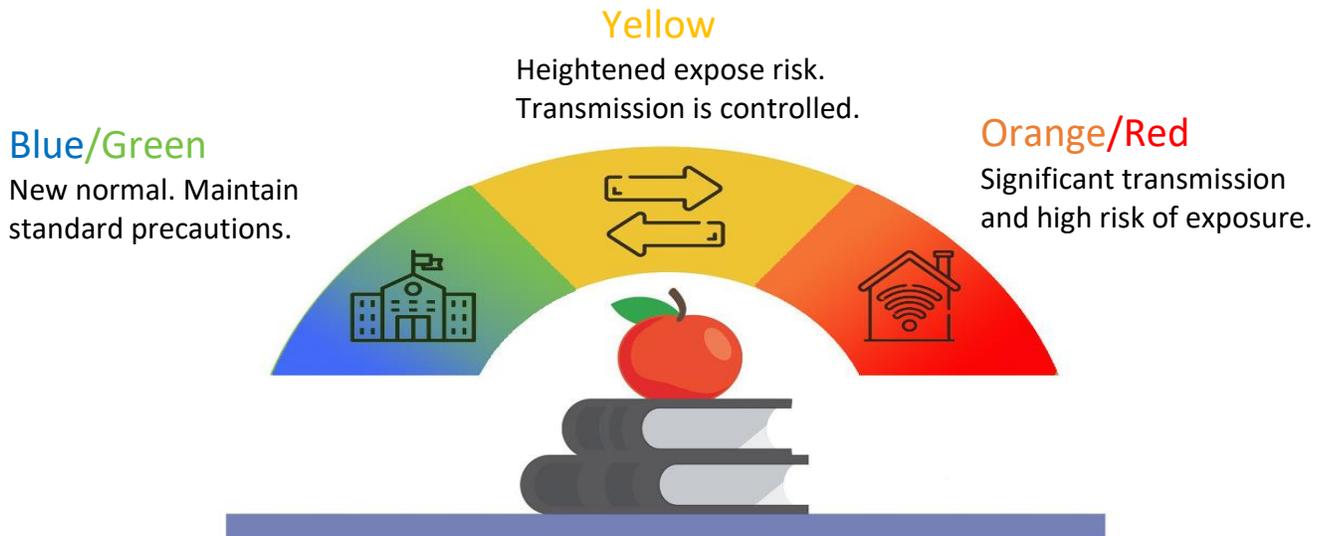
## **COVID-19 Building Level Coordinators**

Each school building will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. Coordinators will make themselves available to the NDDoH 24 hours a day / 7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will report cases of COVID-19, found in the school setting, to health officials and the State Superintendent's office.

Building Principals will assume the role of building level coordinator in all Hillsboro Public School buildings. If the coordinator is unable to be reached the secondary contact will be the Superintendent.

# Phases

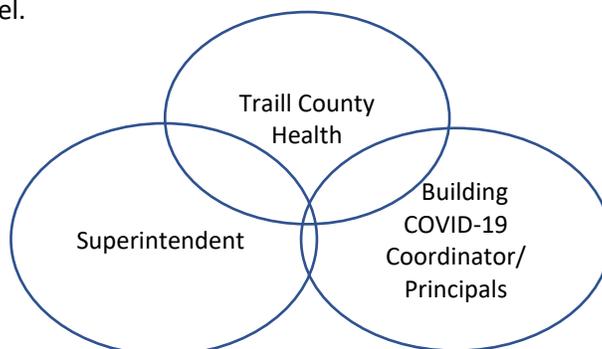
The following phases will be used to define the community risk level associated with COVID-19. These phases align with the color-coded guidance in the ND Smart Restart Plan. Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community. [ND Smart Restart Plan](#)



## Guidance for Grade Level & School Building Closures

The K-12 Smart Restart plan has adopted the color-coded guidance in the ND Smart Restart Plan. This plan categorizes reopening into five phases: red, orange, yellow, green and blue. These designations signal how restrictions on school, work, congregate settings and social interactions will ease in each county. This color-coded guidance can be applied during the levels of ND Smart Restart to protect the health, bolster confidence and provide more security. It is likely that counties across the state could be in different phases based on multiple factors used to determine health guidance.

School districts are required to utilize the phases outlined by the North Dakota Department of Health, North Dakota Department of Public Instruction and Governor's Office. The district has created guidelines that correspond with each phase. To accommodate specific needs within the school district and building levels, the district may opt to, as appropriate, implement health and safety measures in a higher tier. This may include, up to, school closures. This will only be done after consultation with Traill County Health, the superintendent, and the impacted Building(s) COVID-19 Coordinator. Any change to a phase would be immediately communicated to allow for appropriate implementation for families and at the building/district level.



# Instructional Models

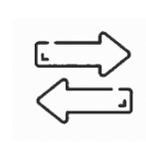
The instructional models used by the district will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above. The instructional model used in the elementary and secondary levels may be different from each other. The instructional model may be influenced by additional factors such as student age, transportation limitations, instructional needs of the students and other factors.

The following models may be used alone or in concert with each other.



### Traditional Learning

All instruction is delivered in-person with some building and group modifications. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.



### Modified On-Campus - Hybrid

Students report to school on a modified schedule. Student schedules may be varied to meet the learning needs of each child. Multiple hybrid models of instructional delivery may be appropriate. Instruction would be conducted in-person and online.



### Distance Learning (SEESAW, DOJO, OR GOOGLE CLASSROOM)

All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student.

**-OR-** Online K-8 curriculum through a learning management system. (Edgenuity or Statewide DL curriculum)



### Online Courses through ND Center for Distance Education

An online educational opportunity for 9-12 students will be provided as an option for students/families that have concerns about returning to school this fall. Students who enroll in this option must do so for a full semester. This will be instructed and monitored by ND CDE, and paid for through the Hillsboro School District.

## Hillsboro Instructional Plans

#1	#2	#3	#4
<b>Traditional Face-to-Face Instruction</b>	<b>Traditional Face-to-Face Instruction</b>	<b>Modified On-campus Hybrid option</b>	<b>Distance Learning for all students</b>
<b>Distance learning option</b>	<b>Distance learning option</b>	<b>Distance Learning option</b>	<b>Opportunity for limited populations to be serviced on-site</b>
<b>Masks required</b>	<b>Masks required</b>	<b>Special populations allowed in the school for small group instruction</b>	<b>Essential Employees teach and work on-site</b>
<b>Activities allowed</b>	<b>Activities allowed with limitations</b>	<b>Activities limited</b>	<b>Activities not allowed</b>

## Instructional Plan Defined

**Instructional Plan 1:** All K-12 levels will implement traditional daily instruction and activities on the school site. Distance learning option is available.

**Instructional Plan 2:** Traditional daily instruction and activities on the school site with increased safety protocols. Distance learning option is available. Activities allowed with limitations.

**Instructional Plan 3:**

Modified on-campus instruction with hybrid (AB) schedule to limit daily enrollment using communicated cohort model.

Due to the environment, varied student and family needs, enrollments and differing facilities the following breakdown will be used:

- Elementary and High School: Modified on-site instruction with hybrid schedule to limit daily enrollment.

**Instructional Plan 4:** All K-12 levels will implement distance learning. There may be opportunities for limited populations to be serviced on-site. Essential employees, including teachers will teach from on-site location. Activities not allowed.

## Hybrid Schedules Examples for Junior High & High School

We believe the best education happens in the classroom. If we need to move to a hybrid schedule we may look at keeping grades 7-9 on site and having grades 10-12 distance learn.

***Example A – Alternating days -***

*M/T & W/TH – Fridays Band/Choir, Interventions & Distance Learning*

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A					Band/Choir, Interventions & Distance
Group B					Band/Choir, Interventions & Distance
Lessons	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5

- Week 2 would be switched to allow Group B (M/T) and Group A (W/TH).

## Hybrid Schedules Example for Elementary Grades Kinder – Grade 6

We believe the best education happens in the classroom. Our goal would be to keep all elementary students on-site for learning. If hybrid learning needs to take place, that will be determined by the health of each classroom, or with the direction of Trail County Health.

<b>Grade 1</b>	Monday	Tuesday	Wednesday	Thursday	Friday
Teacher 1A or more than 5 students test positive for COVID					
Teacher 1B healthy classroom					
Lessons	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5

### Special Populations (IEP, 504, EL, etc.)

The needs of students in special populations require the district to respond in as unique of ways, as the uniqueness of each student’s learning challenges. Students in these populations may be provided additional services, daily in-person instruction, small bubble groupings to ensure health and safety, and additional supports for the home.

Families with students in these populations should contact their building principal or case manager to discuss these options and plan for their child’s instructional model. Hillsboro School will also follow the recommendations from our [Griggs-Steele-Traill Unit](#).

### Federal Programs & Funds

Hillsboro School District will continue to comply with guidance and regulations of all federal programs that affect the Hillsboro School District.

## Health and Safety Guidance

The district strives to provide a healthy and safe environment for all who occupy our schools. The following guidelines are intended to provide a framework for the district’s response to COVID-19.

### Resources

ND Department of Public Instruction - <https://www.nd.gov/dpi/parentscommunity/nddpi-updates-and-guidance-covid-19>

ND Department of Health - <https://www.health.nd.gov/diseases-conditions/coronavirus>

Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Please reference NDDoH decision tree for [Symptomatic Individuals](#) in Schools (as of 7/20/2020).

## Best Intentions

Despite taking every reasonable precaution, there is not a guarantee that our schools will be without risk as it relates to COVID-19. The virus will be present on our buses, in our classrooms, and at our activities. In certain situations, social distancing is not possible in a school setting. Our actions, as outlined in this plan, will not prevent any student or staff member from being in contact with the virus. As the status of the pandemic and recommendations for our response change, this information is subject to change.

## Protect Yourself and Others

### *Wash your hands often*



- Wash with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- Wash hands before eating, after using the restroom, after recess/gym/music or areas where students will have shared materials.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

### *Avoid close contact*



- Keep social distance from others especially important for people who are at a higher risk of getting sick.
- Visual markings, such as arrows showing the flow of the hallway, and social distancing spots where necessary, will assist students in social distancing.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces and other actions that increase physical separation, such as dividers may be considered.
- The sharing of instructional materials should be limited as much as possible.
- Seating assignments in the classrooms and the lunchroom will allow for social distancing when feasible.
- Physical separation on busing, grouped by same household, with an open seat between households, will be recommended but cannot be guaranteed.
- Entry to school buildings, by visitors, shall be restricted to essential visitors only. No one will be allowed by the front office, without the permission of the building principal.
- Parents/Guardians/Visitors may accompany their child to the school building but are encouraged to remain outside the buildings. Parents can call the office and ask the office staff to send their child out of the building for pick-up.

### *Cover coughs and sneezes*



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw tissues away and wash hands or use hand sanitizer to prevent spread.

### *Clean and disinfect*



- School staff will clean and sanitize hard surfaces throughout the day including classrooms, restrooms, lunchrooms, and transportation vehicles.
- Shared materials (not recommended) will be cleaned.
- Classrooms will have scheduled cleaning mid-day and nightly by custodial staff.
- The playground equipment will be cleaned with an electro-static machine on a regular schedule before/during/after school by the custodial staff.

### *Monitor your health daily*



- Be alert for symptoms. Watch for a fever, cough, or shortness of breath.
- Parents are asked to screen their children each day before sending them to school. Use the screening guidance provided in this plan.
- Staff and students who are sick should stay home.
- Temperatures of symptomatic students or staff may be taken at the school office by the secretary or office staff.
  - Symptomatic students will be isolated, and their guardians contacted.

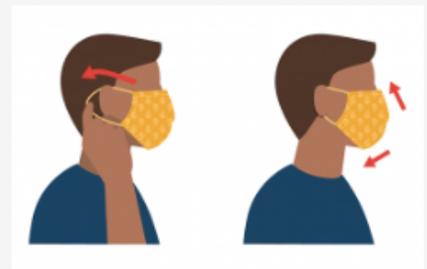
### *Cover your mouth and nose with a cloth face cover when around others.*



- The wearing of masks will be applied in phases based on the phases within the [ND Smart Restart Guidance](#).
- Parents and Educators need to teach students how to properly wear a face covering so they are prepared to use them on school buses or other situations in close proximity with others.
  - Hillsboro School will provide educators with resources to instruct students and send emails to families during the school year.
  - CDC Guidance - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>
- The wearing of face masks/coverings will be expected, as it is key to slow the spread.
- Masks should be cleaned regularly.

## Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily





Groups	Personal Protective Equipment
All staff	<b>Required</b> to wear a cloth face mask/covering/shield.
All Students	Dress code will be modified <b>for requiring students</b> to wear a cloth face mask/covering starting in the green and yellow phases. Masks will be optional when in the blue phase.
Bus Drivers	<b>Required</b> to wear when loading and unloading.
Students on Buses	<b>Required</b> to wear a cloth face cloth/covering.
Public facing staff (i.e. receptionists/clerical) unless plexiglass partition is in place.	<b>Expected</b> to wear a cloth face mask/covering.
Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e. SPED, EL, OT, PT)	Building administrators in consultation with the educator will determine if face mask/coverings or face shields are <b>required</b> . This may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room.

## Health & Safety Protocols

### Student & Staff Health

Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. Hillsboro Public School will take the following measures to ensure all students and staff are healthy while they are at school. As the status of the pandemic and recommendations for our response change, this information is subject to change.

#### *Identifying Students & Staff at Higher Risk*

- Parents shall be provided the “Before School” checklist to assist them in determining if their child is well enough to attend school each day.
- Back to School and enrollment processes will include questions asking families to identify if their child is at-risk, based on a health professionals’ diagnosis. This information will be provided to the building principal (COVID-19 Coordinator).
- The Business Manager/HR will inquire of all employees if they are at-risk, based on a health professionals’ diagnosis. The building principal will work with the employee to coordinate adjustments to the work schedule or workplace.
- When the NDDoH or Traill County Health inform the district of a student or staff member that is COVID-19 positive that information will be passed on to HR or the COVID-19 Coordinator as allowable within district policy and law.

- The temperature checking of all students is not required in the Blue-Green or Yellow phases. If a child is believed to be exhibiting COVID-19 symptoms they will be taken into the office for a temperature check and isolation from other students and staff. A phone call will be made to the parent/guardian for next steps.

### *Isolation & Quarantine*

- Definitions (see appendix for more information).
  - **Isolation** – For people who are already sick from the virus. A prevention strategy used to separate people who are sick with the virus from healthy people.
  - **Quarantine** – For people who are not sick but have been exposed to the virus. A prevention strategy used to monitor people who were exposed for a period of time.
- Hillsboro Public School will follow isolation and quarantine guidelines and directives as set by NDDOH and Traill County Health.

### *If a student or staff members becomes sick at school (or school event)*

#### **Required COVID-19-Related Reporting Procedures for Students / Families**

In accordance with the guidance from the Centers for Disease Control and Prevention (CDC) and the North Dakota Department of Health (NDDoH), the following procedures must be followed by students and families of Hillsboro Public Schools in relation to COVID-19.

COVID-19 symptoms ([from the CDC as of May 13, 2020](#)): fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

#### **Student is healthy but has a household member undergoing testing for COVID-19:**

- Student can attend school and should self-monitor for symptoms until test results are in (unless directed otherwise by the Dept. of Health or County Health).
- Student’s school will continue to receive routine cleaning procedures.

#### **Student is healthy but has a household member who tested positive for COVID-19:**

- The student or their parent/guardian must notify their building principal.
- Student must stay out of school for the case’s isolation period (10 calendar days from onset) plus the student’s quarantine period (14 calendar days). Public health authorities will advise parent(s)/guardian(s) as to how long the child will need to stay home from school ([per NDDoH, 7/20/2020](#)).
- Student’s school will continue to receive routine cleaning procedures.

#### **Student appears to have COVID-19-related symptoms at school upon arrival/become sick during the day:**

- The student or their parent/guardian immediately informs their teacher, who will inform the building principal.
- The student will be immediately isolated from others.
- School office will immediately call the student’s parent(s)/guardian(s). **Pick up your student immediately if the school contacts you.** If it is deemed an emergency, 911 will be called.

#### **Student is confirmed to have COVID-19:**

- Parent/Guardian immediately informs their building principal, Athletic Director, or coach.
- Student will self-isolate in their place of residence:
  - Must be excluded (isolation period) from school for 10 days after onset of symptoms. If no symptoms, then exclusion is 10 days after the collection date of the test.
  - Fever-free (temperature greater than 100.4 degrees) for 24 hours without the use of fever-reducing medications, **AND**
  - Have improvement of symptoms (for example, cough and shortness of breath), whichever is longer ([per NDDoH, 7/20/2020](#)).
- The NDDoH will provide guidance to the school and the case or case's parents/guardians.
- The NDDoH or Traill County Public Health will lead the contact investigation.
- Student's classroom(s) will be closed off for a minimum of 24 hours/as long as feasible, prior to cleaning and disinfecting.
- Common areas (bathrooms, breakroom, etc.) will be cleaned and disinfected.
- Individuals identified as close contacts will be contacted by NDDoH or Traill County Public Health. If an individual is not contacted by NDDoH or Traill County Public Health, the individual was not considered to be a close contact.
  - Close contact is defined by the CDC as, "anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated."
  - Close contacts to a confirmed case of COVID-19 will be quarantined (must stay home) for 14 days from their last exposure to a case. Even if a close contact tests negative during the 14-day quarantine period, the contact must complete the 14-day quarantine period.
- The student is required to provide a return to school document from the NDDoH or their health care provider before returning to school. The report will be submitted to the main office at the school, who will inform the student's teacher(s) of the student's clearance to return to school. If the student submits directly to their teacher, that individual must send the report to the school office prior to allowing the student to return.

**A student has a fever and/or respiratory symptoms but has not been tested for COVID:**

- The parent/guardian must keep their student at home who meet the following criteria:
  - The student has a fever (temperature greater than 100.4 degrees), **OR**
  - Two or more symptoms of fatigue, headache, muscle/body aches, chills, cough, shortness of breath, sore throat, congestion/runny nose, nausea, vomiting, diarrhea, abdominal pain, **OR** loss of taste or smell.
  - Students need to be excluded until either:
    - Tested negative for COVID-19, **OR**
    - Diagnosed by a healthcare provider with another illness that does not require exclusion, **OR**
    - For 10 days from onset **AND** fever-free for 24 hours (without the use of fever-reducing medications, **AND** symptoms are improving, whichever is longer ([per NDDoH, 7/20/2020](#)).

**Student (or their parent/guardian) thinks they may have been at the same location as a person who was diagnosed with COVID-19:**

- The NDDoH or Traill County Public Health conducts interviews with all persons diagnosed with COVID-19 to determine who their close contacts are. People who are identified as close contacts will be notified and will receive instruction on quarantine and monitoring.
- Being in an indoor environment (e.g., store, workplace, restaurant) with someone who has COVID-19 is not necessarily considered having close contact.
- Individuals who have not been contacted by the NDDoH or Traill County Public Health as a close contact will report to school as usual.

**Secondary contacts are contacts of someone who has been identified as a close contact:**

- The student will report to school as usual as long as they are not sick.

**Student has completed the COVID-19 quarantine period, has met the following criteria, and is prepared to return to school:**

- Must be excluded (isolation period) from school for 10 days after onset of symptoms. If no symptoms, then exclusion is 10 days after the collection date of the test.
- Fever-free (temperature greater than 100.4 degrees) for 24 hours without the use of fever-reducing medications, **AND**
- Have improvement of symptoms (for example, cough and shortness of breath), whichever is longer  
([per NDDoH, 7/20/2020](#))
- The student is required to provide a return date from the NDDoH or their health care provider before returning to school to the COVID-19 Coordinator. The date reported will be submitted to the main office at the school, who will inform the student's teacher(s) of the student's clearance to return to school. If the student submits directly to their teacher, that individual must send the report to the school office prior to allowing the student to return.

**Staff appears to have COVID-19 related symptoms at school upon arrival/become sick during the day:**

- If staff member is waiting for COVID-19 test results they should stay home from work.
- Inform your supervisor immediately and wear a face mask / shield until they can be replaced if supervising students at that time.
- Leave the school building/grounds and consult a health care professional.

**Staff member is healthy but has a household member undergoing testing for COVID-19:**

- If member of the house is waiting for COVID-19 test results staff member can come to work.

*Return to School*

- When a student or staff member has been isolated or quarantined as directed by NDDoH, Traill County Health, a medical professional, they will be allowed to return to school after following the guidance above.

## *K-12 Staff as Essential Workers:*

On April 10, 2020, the ND State Health Officer issued Order 2020-06 addressing the issue of household contact with a positive case and ordered that individuals who have household contact with a positive case must immediately quarantine in their home or residence for a period of 14 days since last contact with the contagious person.

- Household contacts are individuals who have been or may have been exposed to a positive case based on residence in the same household or residential premises. Public health officials believe household contacts pose a substantial risk in terms of transmission because of the close and frequent contact with the positive case in the household.
- Non-household close contacts are not subject to a similar order; however, federal, state and local public health officials strongly recommend that such individuals similarly undergo a 14-day quarantine. Again, the Restart Guidance assumes that schools will comply with this recommendation in terms of staff and students who have been identified as close contacts by public health officials.
- State Health Officer Order 2020-06 provides an exemption to the quarantine requirement for household contacts that qualify as essential critical infrastructure workers so long as such individuals remain asymptomatic and additional precautions, as recommended by the CDC, are implemented to protect the worker and the community.
- This option is also likely available for non-household contacts close contacts as well as the 14-day quarantine is a recommendation, rather than a mandate.

## *What K-12 staff are considered Essential Critical Infrastructure Workers?*

- State Health Officer Order 2020-06 incorporates the list of Essential Critical Infrastructure Workers from the U.S. Department of Homeland Security. Such workers include those who support the education of preschool, K-12, college, university, career and technical education, and adult education students, including teachers, teacher aides, special education and special needs teachers, ESOL teachers, para-educators, and specialists.
- In addition, the list includes as essential workers:
  - 1) Workers who provide services necessary to support educators and students, including, but not limited to, administrators, administrative staff, IT specialists, media specialists, librarians, guidance counselors, school psychologists and other mental health professions, school nurse and other health professionals, and school safety personnel;
  - 2) Workers who support the transportation and operational needs of schools, including bus drivers, crossing guards, cafeteria workers, cleaning and maintenance workers, bus depot and maintenance workers, and those that deliver food and supplies to school facilities;
  - 3) Workers who support the administration of school systems including, school superintendents and their management and operational staff; and,

4) Educators and operational staff facilitating and supporting distance learning.

- In short, the list incorporates all preschool and K-12 staff. This means that district employers have the option to return to work district staff who are close contacts of a positive case, but remain asymptomatic and follow delineated protocols.

**Hillsboro School employees will follow these CDC guidelines if returning to work while being a household or close contact:**

[Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19:](#)

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be [sent home immediately](#). Surfaces in their workspace should be [cleaned and disinfected](#). Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

# Facility Accommodations & Protocols

Modest accommodations of Hillsboro Public School facilities will allow us to provide a safe and healthy environment for our students and staff. The following protocols and processes should be considered by school teams.

## *Modify Layouts*

- Space desks 6 feet apart when feasible.
- Arrange desks and tables to face in the same direction when feasible.

## *Physical Barriers*

- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult to maintain social distancing.
- Consider placing tape on the floor or sidewalk to remind students to maintain social distance.

## *Communal Spaces*

- Consider how to limit occupancy of communal spaces, such as lunchrooms and gymnasiums, with modified or staggered schedules.
- Increase time between groups at lunch to allow for surface cleaning.
- Consider adding physical barriers or block off urinals/sinks when social distancing cannot be maintained.
- Water fountains will be modified to only fill water bottles.
- Encourage staff and students to bring their own water to minimize use and touching of water fountains.

## *Entry & Exit Flow in the School Buildings*

- Students will be encouraged to enter school only before class starting time. Convening in the halls or classrooms will not be allowed. Breakfast will be served in the lunchroom and students will remain in there until the bell rings.
- Signage and floor stickers will assist students and staff know which way traffic should flow in the school buildings.

## *Parents and Visitors*

- Parents will continue to use the buzz-in system at school entryways.
- Parents/Guardians may accompany their child to the school building but are encouraged to remain outside the buildings. Parents can call the office and ask the office staff to send their child out of the building for pick-up.
- We will prevent all third-party visitors from entering buildings unless providing an essential service.
- If visitors are providing an essential service, or using the public library, they must wash hands, keep distance, and have their temperature checked (not recorded).

## *School Kitchens and Lunchrooms*

- All students and staff must wash their hands before and after eating.
- Students will wear their masks to pick up their food tray, filled by the cooks, in the serving line.
- Classes will have seating assignments and will social distance when feasible.
- Food preparation areas and equipment will be cleaned and disinfected on a daily basis.
- Lunchroom tables must be thoroughly cleaned and disinfected with an EPA-registered household disinfectant approved for use against the COVID-19 virus.
- Students and staff should not share utensils, food, snacks or drinks.
- Helpers in the lunchroom must wash hands and use disposable gloves. The gloves should be removed immediately after feeding, followed by hand washing.
- Lunch schedules at both schools will be staggered and determined by the building principals.

## Transportation

Providing safe and reliable transportation for our students and families is always important. Families should be aware that the school district is unable to ensure social distancing is adhered to on all buses, all the time.

The health and safety of our students, on district transportation, will be enhanced with the following procedures during the COVID-19 pandemic.



### *Bus Riders*

- The district will reduce bus capacity by reducing in-town routes.
- Students should maintain social distancing from other riders, particularly if not from the same family group.

### *Loading & Unloading*

- Bus drivers and students are required to wear a face mask/covering while riding on the bus.
- Students will be assigned seats. This assists NDDoH and Traill County Health in the event contact tracing is needed.

### *Family Drop off*

- Since social distancing on a bus is not feasible, families are encouraged to drop-off and pick-up their children at school.

### *Cleaning & Hygiene*

- All buses will be wiped down after each run in the morning and the afternoon by the drivers.
- Each bus will be equipped with hand sanitizer, tissues, disposable masks and garbage pails.

# School Activities & Athletics

Modest accommodations of Hillsboro Public School facilities will allow us to provide a safe and healthy environment for our students to participate in school activities and athletics. As the status of the pandemic and recommendations for our response change, this information is subject to change.

## Protocol for Athletes:

### **Before Practice**

- Only 10 individuals allowed in the locker room at a time. Wear a mask inside locker room.
- Sanitize hands
- Masks required
- Have water bottle filled
- Inform coach if not feeling well and stay home

### **During Practice**

- Wash and sanitize your hands often
- Only coaches and players will be allowed
- Use hand whistles or no whistle if possible
- Players are permitted to wear masks during practice

### **After Practice**

- Everyone is to wash and sanitize their hands
- No showering in locker room. Only 10 at a time in locker room.

## Protocol for Coaches:

- Masks required.
- You can remove mask for instruction when distanced from players
- Keep daily attendance log (NDHSAA requirement)
- Monitor and enforce distancing as needed
- Set up all equipment needed for practice
- Make sure all athletes hand sanitizer before practice
- Assign seating chart for bus
- Modify practice if needed
- Coaches will sanitize all surfaces and balls that were used during practice

## Protocol for Riding an activity bus:

- All riders will wear a mask
- 2 athletes/seat max
- Sit in assigned seat
- You have the option to drive just yourself to practice (sibling if needed)

### Protocol for Practices:

- Practices will be held at the facility with the least number of athletes that need bussing to avoid large group travel. The AD/Asst. AD will create this practice schedule.  
(Ex. All football and 7<sup>th</sup>/8<sup>th</sup>/JV/Varsity volleyball will be in Hillsboro; C squad volleyball will be in Central Valley.)

### Protocol for Events:

- Score table/Press box personnel will wear a mask if social distancing is not feasible
- Crowds size will be limited (75% capacity)
- Concession stand will have social distancing markers on the floor for fans to follow
- Inside spectators will wear a mask if social distancing is not feasible.
- Outside spectators will wear a mask to concession stand, bathroom, and when not distanced from other outside of family members.
- Ticket sales will be done electronically or with protective barriers, mask, and gloves wore at site.
- No overnight trips
- Media requests must be approved beforehand.

### Protocol for COVID cases with student-athletes / families:

**Student-athletes/families will follow the same protocol as on pages 11-14.**





# BEFORE SCHOOL!



Parents are asked to review this daily health checklist by answering these questions before sending their child to school.

(Parents do not need to send the questionnaire to school)

Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?

Yes \_\_\_ No \_\_\_

Does your child have a new or worsening shortness of breath?

Yes \_\_\_ No \_\_\_

Does your child have new or worsening cough?

Yes \_\_\_ No \_\_\_

Does your child have a fever of 100.4 or greater?

Yes \_\_\_ No \_\_\_

Does your child have chills?

Yes \_\_\_ No \_\_\_

Does your child have a sore throat?

Yes \_\_\_ No \_\_\_

Does your child have a new loss of taste or smell?

Yes \_\_\_ No \_\_\_



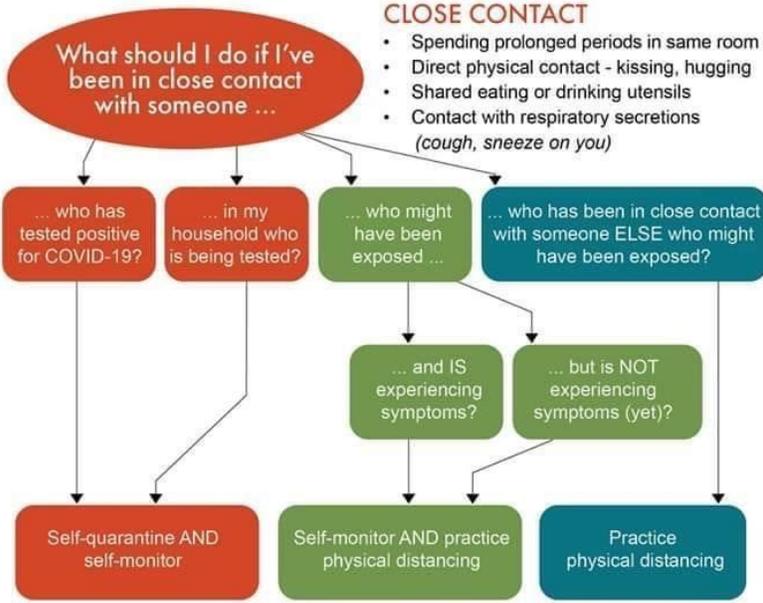
If **YES** to any of the questions **STOP!**

Do not send your child to school. Contact your healthcare provider. Contact your child's school to inform them of your child's absence.



If you are able to answer **NO** to all questions, go to school.

**Please do not forget to send your child to school with their face masks and their device (if they brought it home).**



**HOW DO I ...**

- Self-Quarantine**
- Stay home for 14 days.
  - Avoid contact with other people.
  - Don't share household items.
- Self-Monitor**
- Be alert for symptoms of COVID-19, especially a dry cough or shortness of breath.
  - Take your temperature every morning and night and write it down.
  - Call your doctor if you have trouble breathing or a fever (100.4°F/38°C).
  - Don't seek medical treatment without calling first!
- Practice Physical Distancing**
- Stay home as much as possible.
  - Don't physically get close to people.
  - Try to stay 6 feet away.
  - Don't hug or shake hands.
  - Avoid groups of people.

**WHAT IF I HAVE SYMPTOMS?** Call your health care provider.

## COVID-19: What's the Difference Between Physical Distancing, Quarantine and Isolation?

	PHYSICAL DISTANCING	QUARANTINE	ISOLATION
<b>Who is it for?</b>	People who haven't been exposed to the virus or are not aware of exposure to the virus.	People who don't currently have symptoms of the virus but were exposed to the virus.	People who are already sick from the virus.
<b>What is it?</b>	A precautionary measure used to help prevent the spread of the virus.	A prevention strategy used to monitor people who were exposed to the virus for a period of time to see if they become ill.	A prevention strategy used to separate people who are sick with the virus from healthy people.
<b>Where does it take place?</b>	Takes place outside the home in public places like grocery stores and work environments.	Takes place in a home setting.	Can take place in a home when medical attention is not required. Takes place in a hospital when medical care is required.
<b>When do I use it?</b>	At all times until further directed by the ND Department of Health.	If you have recently traveled internationally or have known exposure to the virus.	If you have tested positive or have symptoms and have not yet obtained a test.
<b>How long is it for?</b>	At all times until further directed by the ND Department of Health.	14 days after your last exposure. Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine.	A minimum of 10 days from the beginning of symptoms and 72 hours after your fever is gone without the use of fever-reducing medicine and other symptoms have significantly improved.
<b>What does this mean for my daily life?</b>	<ul style="list-style-type: none"> <li>• Avoid large gatherings.</li> <li>• Stay 6-feet away from people.</li> <li>• If you are unable to stay 6-feet away from other people, wear a cloth face covering.</li> <li>• Call or video-chat with friends or loved ones, particularly those that are elderly or have underlying health conditions that places them at high-risk.</li> <li>• If possible, work from home.</li> <li>• Practice good hygiene and avoid shaking hands or touching your face.</li> <li>• If you become ill and need medical attention, call your health care provider.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay at home and avoid close contact with others.</li> <li>• Do not attend school, work or any other setting where you cannot maintain a 6-foot distance from other people.</li> <li>• Call or video-chat loved ones.</li> <li>• For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service.</li> <li>• Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often.</li> <li>• Monitor your symptoms. If you become ill and need medical attention, call your health care provider.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not leave your home unless it is in an emergency. If you are in a home with others, stay in a "sick" room by yourself and, if possible, do not share a bathroom.</li> <li>• If you have a pet and live with others, do not touch your pet.</li> <li>• For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. Try to stock up for the duration of the isolation.</li> <li>• Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often.</li> <li>• If a caregiver cleans your room or bathroom, they should wear a mask and wait as long as possible after you've used the bathroom.</li> <li>• Contact your health care provider immediately if you experience severe symptoms.</li> </ul>

Last updated 05/07/2020

## COVID-19 EXCLUSION GUIDANCE Decision Tree for Symptomatic Individuals in Child Care Programs

Send home or deny entry if **ANY** of the following symptoms are present:

Fever (100.4°F or higher) **OR** two or more of the following symptoms: fatigue, myalgia (body aches), cough, sore throat, runny nose, nausea, vomiting, diarrhea, abdominal pain **OR** loss of taste and/or smell. This is in addition to [general infectious disease exclusion guidance](#). People who are ill should contact their health care provider for additional guidance.

**Has the person been clinically evaluated?**

**Tested Positive for COVID-19 <sup>\*c</sup>**

Stay home at least 10 days from onset of symptoms **and** for 3 days with no fever **and** improvement of respiratory symptoms – **whichever is longer.**

**Has the person been clinically evaluated?**

**Clinically diagnosed (not tested) for COVID-19 <sup>\*c</sup>**

Stay home at least 10 days from onset of symptoms **and** for 3 days with no fever **and** improvement of respiratory symptoms – **whichever is longer.**

**Has the person been clinically evaluated?**

**Alternate clinical diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth) <sup>d</sup>**

Follow provider directions/ recommended treatment & return guidance

Follow the [Child Care and School Infectious Disease Guidance](#).

**For a person NOT clinically evaluated who is monitoring symptoms at home**

**Fever (100.4°F or higher) OR two or more of the following symptoms: fatigue, muscle aches, cough, sore throat, runny nose, nausea, vomiting, diarrhea, abdominal pain OR loss of taste/smell . <sup>c</sup>**

Stay home at least 10 days from onset **and** for 3 days with no fever **and** improvement of respiratory symptoms – **whichever is longer.**

**For a person NOT clinically evaluated who is monitoring symptoms at home**

**Other symptoms not consistent with COVID-19 <sup>d</sup>**

Follow the [Child Care and School Infectious Disease Guidance](#).

*\* Siblings & household members also stay home for 14 days from last exposure to a COVID-19 case while contagious  
<sup>c</sup> (Red Box) = COVID-19  
<sup>d</sup> (Yellow box) = Other symptoms*

Adapted from the Minnesota Department of Health  
05/26/2020

[www.health.nd.gov/diseases-conditions/coronavirus](http://www.health.nd.gov/diseases-conditions/coronavirus)