**Turtle Lake Mercer School Return to In-person Instruction and Continuity of Services Plan**

**2020 – 2024**

**Turtle Lake – Mercer School Board Approved August 5th, 2020**

**Board Amended October 19th, 2020; May 17th, 2021; and June 21st, 2021**

**Review January 24th, 2022, June 27th, 2022, January 30th, 2023, June 19th, 2023, and January 22, 2024**

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June 21st, 2021

Turtle Lake - Mercer School Families,

As the COVID 19 pandemic continues to influence our daily lives, the school has developed a plan to address the following areas:

* How TL-M ensure continuity of services begins on page 6 of this document.
* Universal and correct wearing of masks – this will be addressed within classrooms and with the school nurse if needed.
* Physical distancing – we will continue to implement additional lunch shifts to accommodate for appropriate social distancing in the cafeteria.
* Handwashing and respiratory etiquette – signage will continue to be posted in all washing areas on correct handwashing procedures. We used Resiliency Funds to update all restrooms to touchless soap dispensers, touchless paper towel dispensers, automatic faucets, and automatic toilets.
* Cleaning and maintaining healthy facilities, including improving ventilation – We have addressed this item by utilizing foggers in buses and in the building. We have placed air purifiers in all classroom and office areas. Custodial hours have been adjusted to insure regular deep cleaning.
* Contact tracing in combination with isolation and quarantine, in collaboration with state and local health departments – We will continue to work with these departments as needed.
* Diagnostic and screening testing –
  + Health: use of eCare nurse;
  + Academic: STAR and DIBEL
    - **August –September**: Benchmark Assessments and Universal Screening Data Meeting
    - **September – December**: Instruction, Intervention, and Progress Monitoring – MTSS data based decision meetings scheduled as needed.
    - **January**: Benchmark Assessments and Universal Screening Data Meeting
    - **January-April**: Instruction Intervention and Progress Monitoring – MTSS data based decision meetings scheduled as needed.
    - **April-May:** Benchmark Assessment and Universal Screening - Universal Screening Data Meeting
  + Social, emotional, mental health: bi-weekly school counselor sessions for all grades, individual and small group counseling will be scheduled as needed, and periodic universal screeners. Mental Health Resource Coordinator will provide resources to students, staff, and families.
* Food services – We will continue to serve versus offer meals. We will employ an additional kitchen helper to assist in serving students in line and at the salad bar. We are expanding our menu by re-implementing the salad bar to give students and staff healthier options.
* Efforts to provide vaccinations to educators, other staff, and students – We provided substitute coverage for all educators and staff members to receive their vaccination and on-site screening if requested. We collaborated with local clinics and pharmacy to provide opportunities for vaccinations.
* Appropriate accommodations for children with disabilities – We are relocating the resource room to a larger space with options for individual and small group instruction to take place without the distraction of the classroom setting. We are also adding an additional special education teacher.

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

Respectfully,

Sheila Schlafmann Josh Ruffo

Superintendent School Board President

# Assumptions & Assurances

Turtle Lake - Mercer School believes:

* Every student should have the opportunity to engage in learning, regardless of the spread of COVID-19 in our community.
* Schools have a vital role in providing safe environments for students, focusing on both social-emotional and physical health.
* By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
* Our district will make decisions based on the most current guidance from local, state, and national health care officials.
* Our School Board will ensure our plan meets the needs of our students, educators, staff and community.

Our Planning Team

The Turtle Lake - Mercer School’s Return to Learning Plan was crafted and reviewed by a team consisting of:

|  |  |
| --- | --- |
| * K – 12 Certified Staff * Classified Staff * Parents * First District Health | * a School Board member * Students * Administration * Local Health Professionals |

Input was gathered through a district-wide survey of parents, staff, and students; through both formal and informal meetings; through sources provided by a number of educational organizations, health care professionals, state and local agencies; and the CDC.

The timeline for development, review, and adoption of the plan is as follows:

July 23 – July 30th Planning Team Meetings

August 3rd – 5th Restart Plan is made available for Staff Review

August 5th School Board Review and Approval

October 19th School Board Amended

May 17th School Board Amended

June 21st Updated Plan to include ESSER Funding Requirements

Communication

Communication is important to a school district under any circumstances, and especially during the COVID 19 pandemic. In addition to communicating with stakeholders, we communicate with First District Health and other agencies and officials who provide guidance to us in this plan. To communicate with our stakeholders, the Turtle Lake – Mercer School District will use these tools:

* SwiftK12
* TLM App
* Turtle Lake – Mercer Web Page ([www.tlm.k12.nd.us](http://www.tlm.k12.nd.us))
* Turtle Lake – Mercer Facebook Page (<https://www.facebook.com/TLMSchool>)

COVID 19 Response Team & Coordinators

This organizational structure was crafted 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 nimble and responsive process to address issues that may not be recognized today.

INSTRUCTION & ACTVITIES – Principal and Certified Staff

* Curriculum
* Technology
* Scheduling
* Special Ed
* Training
* Activities

OPERATIONS – Superintendent and Business Manager

* Facilities
* Food Services
* Budget
* Transportation

COMMUNITY RELATIONS / COMMUNICATION – Administration, Staff, Board, Students

* Open Meetings
* Website
* Social Media
* Local Media
* PowerSchool & School Resources

The three components have been identified as key operational teams that consist of multiple departments. Each operational team will work implement the return to learn plan and address challenges as they arise.

COVID 19 Coordination

The COVID 19 Coordinator and main point of contact for the school district will be the superintendent. The coordinator will report cases of COVID 19, found in the school setting, to health officials and the State Superintendent’s office. In the event the coordinator is notified by health officials of a possible positive test among students or staff, she will notify principals, board members, and key personnel, and initiate the response procedure for that specific situation.

Phases

The following plans are based on the ND Smart Restart Color Coded System and includes what education will look like at all risk levels. The plans include online learning, hybrid learning, and full in session learning. The risk level for the state of North Dakota is determined by Governor Bergum in consultation with the North Dakota Department of Health. If the state adjusts from a statewide color to a county color risk level system, communication will occur among the NDDoH, NDDPI, and the Governor’s Office and Local Public Health will be informed. The NDDoH in coordination with Local Public Health will provide updated information to school districts if this occurs. However, local discretion will be used to determine the risk for our school. Given below is the ND Smart Restart Odometer.

**Red/Orange (Critical/High):**  Significant transmission and high risk of exposure

**Yellow (Moderate):** Heightened risk of exposure. Transmission is controlled. There is a higher need for social distancing, face coverings, and personal hygiene.

**Blue/Green (Low/New Normal):** New normal. Maintain standard precautions.

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. This is a guide as instructional models could be altered based on other factors, such as occupancy levels, age of children, and abilities to move certain classes online.

|  |  |
| --- | --- |
| A close up of a logo  Description automatically generated | **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. |
| A picture containing wrench  Description automatically generated | **Modified On-Campus**  Students report to school on a modified schedule. Multiple hybrid models of instructional delivery may be appropriate to meet the educational needs through a variety of delivery models. |
| A close up of a logo  Description automatically generated | **Distance Learning**  All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student. All students in grades PreK – 4 will be issued an iPad. All students in grades 5 – 12 will be issued a laptop. Teachers and students in grades PreK – 6 will use Zoom. Teacher and students in grades 7 – 12 will use Microsoft Teams. Students in ITV/Dual Credit classes will follow the schedules established by the institution in which they are attending their classes. |

Health & Safety Guidance

The Turtle Lake – Mercer 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>

**Best Intentions**

Despite taking every reasonable precaution, there is not guarantee that our school 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. We should proceed into the school year not wondering **if** we will have to make adjustments because of positive tests with students and staff, but rather **when** and **how** we will revise our plan and transition into distance learning scenarios.

## **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.
* 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.

#### **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.

**Safety Information**

* + - There are hand sanitizer dispensers throughout the building.
    - Contact free paper towel dispensers have been installed.
    - Each classroom will have hand sanitizer and disinfecting wipes.
    - Each student is expected to provide a minimum of two face coverings.
    - Each staff member is expected to provide a minimum of two face coverings.
    - If a student is displaying any symptoms or has a temperature of 100.4° or higher they will be discreetly sent to the office and parents/guardians will be contacted for immediate pick up.
    - Teachers will open and close classroom doors in order to minimize the number of people touching of doorknobs. Doors can be left open.

**COVID-19 Symptoms**

* Fever
* Headache
* New uncontrolled cough
* Difficulty of breathing
* Sore Throat
* Chills
* Muscle Pain
* New loss of taste or smell
* Diarrhea, Vomiting or Abdominal pain
* Some people may have COVID-19 but show no symptoms
* For a complete list of symptoms, please visit the CDC website

**Isolation:** is for people who are already sick.

* Isolation separates and restricts the movement of sick people so they cannot spread the disease.
* Isolation in a home means separating yourself from others in the household.
* A sick person isolating at home should seek medical treatment if unable to manage symptoms.
* Isolation is usually voluntary, but in a public health emergency, officials have the authority to isolate people who are sick.
* Stop isolation only if you have had no fever for at least 24 hours and have improved symptoms, and at least 10 days have passed since your symptoms first appeared.

**Quarantine:** is for people who are not sick but may have been exposed.

* Quarantined people may or may not become sick.
* Quarantined people must stay at home or another location, so they do not unknowingly spread the disease.
* If you are quarantined and you become ill, you should seek medical evaluation from a healthcare provider.
* Quarantine can be voluntary but in a public health emergency, officials have the authority to quarantine people who have been exposed to an infectious disease.

Note: Students that have had to quarantine or isolate will do online learning and may return at the end of that time frame.

Operational Guidance

**Operations Summary**

**Full In-Person Instructional Model**

:Full in-person education.

:Recess will be staggered.

:Lunch will be staggered.

:Breakfast and Lunch will be eaten in the cafeteria.

**Students**

:Will not be allowed in the building before 8:00 AM.

:Will wipe their desk before leaving the classroom.

:Will sanitize hands regularly.

:Will have their temperature checked at the school’s discretion.

**Parents**

:Will communicate with administration and teachers regarding your student’s health.

**Teachers**

:Hours will be from 8:00 AM to 3:45 PM daily.

:Will assist with recess duty and lunch if needed.

**Para Professionals**

:Will assist with recess duty and lunch.

**Bus Drivers**

:Will drive the route of scheduled students.

:Will fog bus with disinfectant at the end of each route.

**Kitchen Staff**

:Will prepare a breakfast and lunch for staff and students.

:Will wear gloves when handing out food.

:Will disinfect the kitchen area before and after food preparation.

**Custodial Staff**

:Will clean and disinfect daily.

:Will assist the kitchen staff in daily cleaning and disinfecting.

:Will sanitize high touch areas after entry, after lunch and at the end of the day.

:Will disinfect all classrooms at the end of day.

**Administration**

:Will continually monitor the risk levels.

:Will support all staff.

**Buildings**

:All visitors are encouraged to have an appointment prior to entering the building. They should call the main office to make arrangements.

:Hand sanitizing stations are located in many different locations throughout the building.

:Water bottle fillers encouraged.

**Modified On-Campus Learning Instructional Model**

**:**The Hybrid learning plan will be in effect.

:Meals will be available for students and staff in the building and will be available for pickup for students who are at home on their virtual days. (**NOTE**: regular breakfast and lunch prices will be in effect)

:A students will be present in school on Mondays and Tuesdays. B students will be present in school on Wednesdays and Thursdays. (**NOTE**: once student registration is complete we will be able to determine A and B groups).

:Fridays will be used for students who are struggling or have fallen behind and staff development.

:Microsoft Teams and Zoom for Education will be utilized as needed.

:Recesses will be staggered.

:JH/HS passing in hallways will wear masks when social distancing cannot be followed.

**Students**

:Will not be allowed in the building before 8:00 AM.

:Will be in school on an A/B schedule.

:Will wear face coverings when not able to properly social distance.

:Will wipe their desk before leaving the classroom.

:Will sanitize hands regularly.

**Parents**

:Go over the daily health checklist with your child before sending them to school.

:Communicate with administration and teachers.

**Teachers**

:Hours will be from 8:00 AM to 3:45 PM daily.

:Will prepare lessons to be presented daily.

:Will use Microsoft Teams and Zoom for Education to communicate with students not in the building.

:Will wear face coverings when not able to properly social distance.

:Will assist with recess duty and lunch.

**Para Professionals**

:Will be in assigned classrooms to assist the teacher whether face to face or on Microsoft Teams or Zoom for Education.

:Will wear a face covering when not able to properly social distance.

:Will assist students where needed.

:Will assist with recess duty and lunch.

**Bus Drivers**

:Will drive the route of scheduled students to be in school.

:Will wear a face covering when unable to maintain social distancing.

:Will check temperature of students as they enter the bus. Call administration if student’s temperature reads 100.4° or higher and send student back to house.

:Will make sure all students are wearing a face covering and only sitting with a family member, by assigned seating.

:Will spray disinfectant at the end of each route.

:Will perform other tasks as assigned.

**Kitchen Staff**

:Will prepare breakfast and lunch for students and staff that are present.

:Will disinfect the kitchen area before and after food preparation.

:Will wear a face covering in the kitchen.

:Will wear gloves when preparing meals.

**Custodial Staff**

**:**Will clean and disinfect daily.

:Will assist the kitchen staff in daily cleaning and disinfecting.

:Will sanitize high touch areasafter entry, after lunch and at the end of the day.

:Will disinfect all classrooms at the end of day. (Gloves are required when cleaning.)

:Will perform other tasks as assigned.

**Office Personnel**

:Will perform office duties as necessary.

:Will perform other tasks as assigned.

**Administration**

:Will continually monitor the risk levels.

:Will support all staff.

**Buildings**

:All visitors are encouraged to have an appointment prior to entering the building. They should call the main office to make arrangements. They will be required to have a face covering and perform proper hand hygiene.

:Hand sanitizing stations are in many different locations throughout the building.

:Only water bottle fillers will be available.

**Distance Learning Plan**

:The distance learning plan will be in full effect.

:The school building will be closed except for essential personnel.

:Meals will be available to those that have signed up for pickup. (**NOTE**: regular breakfast and lunch prices will be in effect)

:All activities will be suspended.

**Students**

:Will receive their education online through Microsoft Teams and Zoom for Education based on the Turtle Lake Mercer Distance Learning Plan.

**Parents**

:Support online education by making sure their children are logged onto Microsoft Teams and Zoom for Education.

:Communicate with teachers and administrators.

**Teachers**

:Will present lessons on Microsoft Teams and Zoom for Education based on the schedule on the Turtle Lake Mercer Distance Learning Plan.

:Will attend scheduled meetings held with administration.

**Para-Professionals**

:Will work online with their assigned students.

:Will perform tasks as assigned.

**Bus Drivers**

:Will perform tasks as assigned.

**Kitchen Staff**

:Will prepare packaged breakfast and lunch for students, available for pickup.

:Will wear face coverings and gloves while preparing meals.

:Will disinfect the kitchen area before and after food preparation.

**Custodial Staff**

:Will continue to clean and disinfect areas that are being used daily. Gloves are required when cleaning.

:Will assist the kitchen staff in daily cleaning and disinfecting.

: Will perform tasks as assigned.

**Office Personnel**

:Will perform office duties as needed.

:Will perform tasks as assigned.

**Buildings**

:Opened only to essential personnel.

**Administration**

:Continually monitor the risk levels.

:Support all staff.

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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 diarrhea, vomiting, or abdominal pain?

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

Does your child have a sore throat?  
Yes\_\_\_\_ No\_\_\_\_

Does your child have a new loss of taste or smell?  
Yes\_\_\_\_ No\_\_\_\_

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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.

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**Turtle Lake – Mercer CORANAVIRUS Incident Response**

When a student or employee self-reports or is reported to be ill with verified symptoms based on CDC guidance: cough, fever, shortness of breath. Follow the steps below:

Employee must leave site, NOTIFY administration, and leave site immediately, if possible.

Student must be isolated until transportation arranged (if necessary).

Notify parents/legal guardians immediately.

OR

If isolating, the individual, see below:

The individual should avoid locker rooms, lunch rooms, and other areas that could affects others.

If individual leaving site, see steps below:

Have individual stay 6 feet away from others and put on a mask.

Once individual vacates isolation area, area shall be cleaned and disinfected.

Monitor individual from appropriate distance and ensure others are not visiting or the individual is not leaving the isolation area.

Once at place of stay, individual should self-quarantine and contact medical provider. Individual who was not tested should have had no fever for at least 24 hours without the use of medicine that reduces fevers AND other symptoms have improved (cough or shortness of breath) AND 10 days have passed since your symptoms first appeared.

Until transportation is arranged, the individual should be isolated in the room off the main office, or old staff room if the main office is not available.

Note: may need a staff member or administrator to remain with the student.

If can drive, student or employee should go to their personal vehicle and drive alone to place of stay. Or have family member pick them up.

If contractor, contractor’s employer is responsible for getting them to play of stay.

**Coronavirus**

**Turtle Lake Mercer Incident Response**

**If Student or Employee Tests Positive For COVID-19**

**Student or Employee Tests Positive For COVID-19**

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**Until Below**

**Student or Employee Not To Return To School Until Below**

**Until Below**

Individual testing positive will be interviewed by ND Dept of Health representative. Per executive order 2020-21, individuals who have test d positive must self-isolate in their place of residence for 10 days or as directed by order of the State Health Officer.

Employer likely to be contacted by ND Department of Health as part of investigation. Refer all calls to Sheila Schlafmann, COVID 19 Coordinator.

Return to school in accordance with CDC guidelines when:

1

You have had no fever for at least 24 hours (without the use of medicine that reduces fevers).

AND

At least 10 days have passed since your symptoms first began

2

AND

3

Other symptoms have improved. For example, when your cough or shortness of breath have improved.

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**Coronavirus: What to do if you feel ill while on site:**

If YOU are ill (fever, and/or acute respiratory symptoms – cough, shortness of breath), follow the steps below:

CONTACT TRACING:

* Internal contact tracing will take place and will be a coordinated effort between the pandemic site coordinator, administration, teacher and student. Contact is defined as interaction time >15 minutes within six feet during the infectious period (48 hours prior to start of symptoms or test date if asymptomatic, through 10 days from start of symptoms or test date.
* Administration will generate a report of date/times the student or employee accessed Turtle Lake – Mercer School going back two days before onset of illness.

Administration

NOTIFICATION:

* Notify First District Health or other indicated entity of an ill student or employee.
* Notification to other impacted students or employees will take place as a part of contact tracing.

REMEDIATION:

* Secure the area near the student or employee.
* Ensure the area is cleaned and disinfected, including any books, lockers, supplies, or equipment that may have been used by the student or employee.

Students/Employees

RETURNING TO SCHOOL AFTER POSITIVE TEST RESULT:

Do not return to school until you had no fever for at least 24 hours without the use of fever reducing medicines, AND other symptoms have improved (for example, when your cough or shortness of breath have improved), AND at least 10 days have passed since your symptoms first appeared.

* Notify your medical provider you have symptoms consistent with COVID-19.
* Follow your medical provider’s instructions.
* If you can drive, go to your personal vehicle and drive home alone, or have a family member pick you up.
* Once off site, you should self-isolate and contact your medical provider.

Leave the site immediately, if possible.

* Notify teacher/administration
* Stay 6 feet away from others and put on a face mask.
* Avoid locker rooms, lunchrooms, common areas, and other areas that could affect others.