

**SAFE RESTART PLAN**

**PINGREE-BUCHANAN PUBLIC SCHOOLS**

**2023-24 SCHOOL YEAR**

## **INTRODUCTION**

In March 2020, Pingree-Buchanan Public schools closed its school buildings for in-person learning due to the outbreak of COVID-19 and related public health orders. For the remainder of the spring semester, students engaged in remote learning throughout the district. While our preferred model of instructional delivery is a traditional face-to-face educational environment, we anticipate continued public health restrictions throughout this upcoming school year. In the summer of 2021, the Pingree-Buchanan Board moved back to in-person education for the upcoming school year. To do so, the Board adopted a safety plan to guide the district through the COVID crisis. The plan worked very well, as the District had minimal disruptions to the school year and maintained the goal of in-person instruction for the entire school year.

As the District prepares for the 2023-24 school year, it is time to update the plan. The following pages will review the plan for moving forward with the goal of keeping all students and staff in a safe and learning environment. We invite comments on this plan. Please call the office in Pingree to speak to Mrs. Krapp or call the office in Buchanan to speak with Mrs. Neys if there are concerns about the plan and/or what the District is doing to keep students safe.

As readers can see in the following pages, the protocols will be similar to the past year. Should the COVID virus infections get to levels from the previous year, the Governor will make announcements on a county by county or state-wide basis to determine the level for the District. The District will continue to follow the guidelines as established by the original plan and as recommended by state and local health officials. The higher the risk level, the more restrictive the schools will be. At “normal levels (green)” of risk, no restrictions other than that which schools maintain regularly will be in place.

The purpose of this Safe Restart Plan is to maximize in-person learning opportunities. Pingree-Buchanan has crafted a plan that allows us to respond quickly to changing local, regional, state and national conditions. As conditions change, we may be forced to change how we provide instruction during the school year. Pingree-Buchanan's Health and Safety Plan includes a Blue/Green-Yellow-Orange/Red system that outlines what students, staff and parents can expect under different conditions.

- **BLUE/ GREEN: Face-to-Face or Synchronous Distance Learning** – Pingree-Buchanan's schools will **reopen with all students** attending school full time, either face-to-face or through synchronous distance learning. Synchronous distance learning means learning occurs at the same time, but not at the same place (e.g., chat, streaming, video, instant messaging, web conferences). Students engaged in synchronous distance learning will attend regular classes in real time from a remote location.
- **YELLOW: Learning with Caution** – Pingree-Buchanan *may shift to a hybrid schedule* with students attending school on alternate days so some students are learning part-time in school and some students are learning part-time at home. Based on conditions, hybrid schedules could be implemented within one or both schools.
- **ORANGE/RED: Learn at Home & Stay Safe** -- In extreme conditions, which could include a local or state stay-at-home order, **Pingree-Buchanan will close schools and shift to remote learning for all students.**

Pingree-Buchanan's Health and Safety Plan includes recommendations from health officials, and reasonable procedures to try and mitigate risks and minimize the spread of COVID-19. To accomplish our goal of reopening schools, it is imperative all students, staff and parents do their part by following health department guidance whether they're at school or out in the community. Everyone will also need to monitor their health and stay home if they are feeling sick or showing symptoms of COVID-19.

Pingree-Buchanan's Health and Safety Plan was drafted with input from stakeholders including parents, teachers, staff and local health officials. It includes feedback from more than hundreds of survey responses. **The plan is a living document and will be updated in accordance with new guidance** from the Governor's office, the State Department of Public Instruction, the ND High School Activities Association and local Health Officials.

## ASSUMPTIONS AND ASSURANCES

### Beliefs

- 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.

### Planning Team

The Pingree-Buchanan School District's Health and Safety Plan was crafted and reviewed by a team consisting of the following:

#### **Administrators:**

Robert Toso – Superintendent  
Amber Krapp – High School Principal  
Terrie Neys – Elementary Principal  
Carrie Wolsky – Elementary Assistant Principal  
Sherri Armitage – Athletic Director

#### **School Board:**

Trisha Jungels  
Caitlin Streifel

#### **Parents:**

Kristie Kinzell  
Jessica Tripp  
Alicia Lees

Dietrich's Bus Service

#### **Educators:**

Beth Winkler – High School English Teacher  
Denise Hallwachs – 3<sup>rd</sup> Grade Teacher  
Leah Thoms – Special Education Teacher

#### **Support Staff:**

Judith Perleberg – Para  
Lynzy Anderson – Head Custodian  
Nick Fenno – Elementary Custodian  
Cheryl Bennett – High School Cook  
Sherry Simonson – Elementary Cook

#### **Students:**

Cole Homes  
Jada Heidt

Central Valley Health Unit  
Jamestown Regional Medical Center

### COVID-19 Building Level Coordinators

Pingree-Buchanan School District originally identified the superintendent, Amber Krapp, as the 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.

## **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. The Pingree-Buchanan School district will follow the NDDoH guidelines for 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>
- Jamestown Regional Medical Center  
<https://www.jrmcnd.com>
- Central Valley Health  
<http://www.centralvalleyhealth.org>

### Best Intentions

Despite taking every reasonable precaution, there is no guarantee that our school's 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.

## HEALTH AND SAFETY PROTOCOLS

### Student and Staff Health

Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. Pingree-Buchanan School District will take the following measures to ensure all students and staff are healthy while they are at school.

### Identifying Students & Staff at Higher Risk

- Back to School and enrollment processes will include a letter asking families to contact the school 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) who will contact the family and discuss instructional model options.
- The Superintendent will inquire of all employees if they are at-risk, based on a health professionals' diagnosis. The Superintendent will work in partnership with the building principals and the employee to coordinate adjustments to the work schedule or workplace.
- When the NDDoH or our local health agencies inform the district of a student or staff member that is COVID-19 positive that information will be passed on to the Superintendent and/or building Principal as allowable within district policy and law.

### Isolation & Quarantine

- Definitions
  - 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.
- When a positive case is reported, the Pingree-Buchanan School District will work with the North Dakota Department of Health on a case by case basis to identify and isolate based on the ND Department of Health guidelines.

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

- Student
  - Direct/escort the child to the designated area and notify the secretary.
    - Child's temperature will be taken by office secretary
    - A mask/facial covering will be provided and isolated in the designated area.
      - Elementary Gym in marked designated area
      - High school is in the conference room
  - Parents/guardians will be contacted to pick up their child and will follow the visitor procedure.

- It is Strongly Encouraged if a student is sent home with symptoms that they be test for COVID-19.
- Staff
  - Inform your administrator 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 with a healthcare professional.

Return to School

- When a student or staff member has been isolated or quarantined as directed by NDDoH or local health agencies they will be allowed to return to school after being cleared by the NDDoH.
- If a student/staff member is sent home and testing occurs and comes back negative they must be fever free and improvement in respiratory symptoms (eg. Cough, shortness of breath) for 72 hours without medication. (NDDoH requirement)



## Pingree-Buchanan Schools COVID-19 PPE Guidance (Based on Government Requirements and the color code for Stutsman County)

STAFF	PPE
All staff (other than what is outlined)	<b>Encouraged</b> to wear cloth face coverings <b>Required</b> to wear face coverings on school transportation (bus)
All Students	<b>Are Strongly Encouraged</b> to wear cloth face coverings. <b>Required</b> to wear face coverings if using school transportation (bus)/ ES/HS to wear face covering when transitioning in the hallways between classes.
Public facing staff (i.e. receptionists/clerical) unless plexiglass partition is in place.	<b>Required</b> face shield or cloth face mask
Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e. Nurse, SPED, EL, educator)	Building administrators in consultation with district nurse and educator will determine if face coverings or face shield 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.
All staff	<b>Required</b> to wear a cloth face covering.

All Students	<b>Required</b> to wear a face mask. Students will be provided breaks and allowed to remove their mask when outside or in spaces that can accommodate social distancing.
<i>All staff and students in school bus</i>	<b>Required to wear a face covering</b>

### FACILITY ACCOMODATIONS AND PROTOCOLS

Modest accommodations, when partnered with other mitigation strategies, will allow Pingree-Buchanan Schools to provide a safe and healthy environment for the students and staff of the district. The following procedures and protocols will be considered by school teams in making facility accommodations.

#### Protect Yourself and Others

- Wash your hands often
- Avoid close contact
- Cover coughs and sneezes
- Clean and disinfect
- Recommended to cover your mouth and nose with a cloth face cover when around others
- Monitor your health daily

#### Precautionary Measures

- Maintain social distancing whenever possible
- Dividers used where social distancing is not possible (i.e. plexiglass between computers)
- Hallway signs/markers
- Hand Sanitizer Signs/stations - in each classroom/common area
- Assigned Seating - bus/desk/etc.
- The sharing of instructional materials should be limited as much as possible
- Minimize mixing of grade level groups to simplify contact tracing
- Staggered dismissal times between classes and at the end of the day
  - Students during transitions will be required to wear mask in the hallways.
- Restrooms will be cleaned hourly by custodial staff.

#### Student Entry

- Elementary - Buchanan
  - PK-6 enter elementary using north door
- High School – Pingree
  - 7-12 enter using double doors only
- There is limited supervision before school. Buses drop off students around 8:00 am, so students who arrive by alternative means should arrive after 8:15am
  - Students will have temp checks:



- Elementary will be at the north door
  - High school will be at the double doors
- Any student who arrives after 8:30am will need to buzz the main office door to be let in the building and a temp check will be conducted.

#### Visitor Entry

- Entry to school buildings by visitors (parents, guardians, family members, etc...) will be restricted to essential visitors (police, emergency personnel, and delivery service). All visitors will need to utilize the buzzer system to inform the secretary of your needs.
  - Your child forgot their trumpet, book, PE clothes, etc. at home. The parent/guardian will need to buzz the office and let the secretary know why they are at the school. The parent/guardian will then call the office and the secretary will notify you of the procedure to drop items off.

#### Bus Drop Off

- Buses will drop students off at the assigned door.
  - **Elementary - Buchanan**
    - PK-6 will enter through the north doors
  - **High School - Pingree**
    - 7-12 will enter through their assigned door

#### During the School Day (Should the District be at yellow or red as determined by Health Officials)

- Elementary
  - Students will go directly to their rooms. The teacher will have a schedule as to when they will go to breakfast. There will be a staggered morning recess and the playground will be sanitized.
  - Students will enter the building through assigned doors and store belongings in their lockers. Upon entering the classrooms, the students will wash their hands.
  - Frequent hand washing
  - Hand sanitizing in and out of the classroom
  - Students will disinfect their area before leaving the classroom/they will disinfect when they return to the classroom.
  - Water bottle filling station will be installed
  - K-6 music in the music room (each group will be separated)
  - 5th and 6th band will be in music room separated
  - Student supplies will be stored individually
  - Seating will be arranged following social distance guidelines when possible
  - Lunch will be served in the lunch room one classroom at a time...after each group the tables will be disinfected
  
- Junior High/High School
  - Upon entering the school building, students will place their belongings (coat, keys, etc.) in their locker.

- Students will then need to wash/sanitize their hands prior to eating breakfast or as they enter their 1st hour classroom.
- Students will disinfect their learning area before leaving the classroom.
- Students will need to sanitize their hands frequently throughout the day.
- All students will have backpacks. If a student is in need of a backpack, the school will provide one. Backpacks will replace lockers for student supplies (paper, pencil, calculator, books, etc.)
  - Backpacks will be stored on the back of the assigned seat in the classroom.
- Seating will be arranged following social distance guidelines when possible

### Cafeteria

- Social distancing guidelines will be followed as best as possible
- High School
  - Class groups will be seated together at the same table every day for lunch.
  - Lunch will be served in the lunch room
    - Silverware will be wrapped and milk will be on trays for a non-contact method.
  - Classes will be staggered to get lunch and then will eat in classrooms:
    - 7<sup>th</sup> Grade
    - 8<sup>th</sup> Grade Mr. Tarmann's Room (Assigned Seats)
    - 9<sup>th</sup> Grade Mrs. Armitage's Room
    - 10<sup>th</sup> Grade Mrs. Krapp's Room (Assigned Seats)
    - 11<sup>th</sup> Grade Lunch Room (Assigned Seats)
    - 12<sup>th</sup> Grade Lunch Room (Assigned Seats)
  - A non-contact method for students will be utilized to record lunch charges
    - Teachers will take lunch count and have it to the office to by 9:00am to utilize non-contact.
- Elementary
  - Class groups will be seated together at the same table every day for lunch.
  - Lunch will be served in the lunch room
    - Silverware will be wrapped and milk will be on trays for a non-contact method.
  - Classes will stagger their lunch times and groups will seat at an assigned table. Social distancing will be implemented when possible.
  - A non-contact method for students will be utilized to record lunch charges
    - Teachers will take lunch count and have it to the office to by 9:00am to utilize non-contact.

## Dismissal

- Students will be dismissed on a staggered schedule. Students must exit the same door they entered in the morning.

## Transportation

### Dietrich's Bus (Jamestown)

- Bus stops – students should maintain social distancing from other riders, particularly in instances when the riders are not from the same family group/or are not common to each other.
- To allow for social distancing, personal transportation is encouraged.
- Windows will be kept partially open when possible to support airflow.
- If riding the bus, students/drivers are required to wear a mask as social distancing is not possible.
  - Students will be seated in a zig-zag pattern throughout the bus. One student per seat. Family members will not be able to sit together.
  - Assigned seating on the bus for contact tracing purposes.
- Buses will be sanitized after each route.
- Aide will be on bus to supervise and monitor safety procedures.
- **NO EXTRA riders will be allowed to ride the bus. (Students will not be allowed to ride to other student's home for any reason)**

### District Buses'

- To allow for social distancing, personal transportation is encouraged.
- If riding the bus, students/drivers are required to wear a mask as social distancing is not possible.
- Windows will be kept partially open when possible to support airflow.
- There will be assigned seating on each bus for contact tracing purposes. Family members/siblings will be placed together first.
- Buses will be sanitized after each route
- **NO EXTRA riders will be allowed to ride the bus. (Students will not be allowed to ride to other student's home for any reason)**

## Blue / Green

Priorities:	<ul style="list-style-type: none"> <li>• Ensure students and staff who are symptomatic stay at home.</li> <li>• Implement reasonable accommodations to reduce school-wide and community spread.</li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>• Social distancing where possible and reasonable.</li> <li>• Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas.</li> <li>• Handwashing integrated throughout the day.</li> <li>• Hand sanitizer available throughout each building.</li> <li>• Support and train parents on use of technology tools and online curricular resources.</li> </ul>
Schools:	<ul style="list-style-type: none"> <li>• Protective measures will be implemented in office spaces.</li> <li>• Some school events, assemblies and gatherings may be changed or cancelled.</li> <li>• Access to campus may be limited, with new protocols.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students issued “technology” and trained on how to access online learning resources including LMS system adopted by school.</li> <li>• Limited use of shared materials and supplies.</li> <li>• Desks arranged to allow for cohort groups and social distancing where possible and reasonable.</li> <li>• Staff and students working in close proximity will be advised to wear a face covering.</li> </ul>
Common Areas:	<ul style="list-style-type: none"> <li>• Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups.</li> <li>• Schedules may be altered to reduce cohorts passing in common areas.</li> <li>• Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.</li> </ul>
Extracurricular & Activities:	<ul style="list-style-type: none"> <li>• Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• Share information about how to stop the spread of COVID-19.</li> </ul>

# Yellow

Priorities:	<ul style="list-style-type: none"> <li>• Ensure students and staff who are symptomatic stay at home.</li> <li>• Maximize social distancing cohort where possible.</li> <li>• Support blended learning model.</li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>• Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc.). While other schools remain open and meeting students in person.</li> <li>• Social distancing where possible and reasonable.             <ul style="list-style-type: none"> <li>○ Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas.</li> </ul> </li> <li>• Handwashing integrated throughout the day.</li> <li>• Hand sanitizer available throughout each building.</li> <li>• Support and train parents on use of technology tools and online curricular resources.</li> <li>• Implement technology support line.</li> </ul>
Schools:	<ul style="list-style-type: none"> <li>• Protective measures will be maintained in office spaces.</li> <li>• Some school events, assemblies and gatherings may be changed or cancelled.</li> <li>• Access to campus may be additionally limited, with new protocols.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students may be attending school on a hybrid schedule.</li> <li>• Students will be expected to engage in learning opportunities online using district LMS system on days they are not in school.</li> <li>• Teachers are expected to make direct student/family contact at least ##### times per week.</li> <li>• Limited use of shared materials and supplies when students are in school.</li> <li>• Desks arranged to allow for cohort groups and social distancing where possible and reasonable.</li> <li>• Staff and students working in close proximity will be advised to wear a face covering.</li> </ul>
Common Areas:	<ul style="list-style-type: none"> <li>• Restrooms will be cleaned hourly and a log kept</li> <li>• Classrooms will be disinfected by students as they transition to their next class.</li> </ul>
Extracurricular& Activities:	<ul style="list-style-type: none"> <li>• Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</li> </ul>

Communications:	<ul style="list-style-type: none"> <li>• Share information about how to stop the spread of COVID-19.</li> <li>• Share technology support resources for parents.</li> </ul>
	Orange / Red
Priorities:	<ul style="list-style-type: none"> <li>• Reduce the risk of community spread by closing schools.</li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>• Online instruction will be used district wide in all courses at all grade levels.</li> <li>• Instruction will focus on essential learning targets.</li> <li>• Attendance and academic progress will be expected.</li> <li>• Grading policies will not be suspended.</li> <li>• Implement internet access (wifi) hot spots around schools, to support distance learning for those that may not have it in their homes.</li> <li>• Local food distribution may be implemented by food service program.</li> </ul>
Schools:	<ul style="list-style-type: none"> <li>• Closed to the general public except by special arrangement with the district office.</li> <li>• Small group meetings or instruction may be allowed, particularly for special needs students or academic interventions.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students will engage in learning at the home.</li> <li>• Students will be expected to engage in learning opportunities online (whatever your LMS system).</li> <li>• Teachers are expected to make direct student/family contact at least one time per week.</li> </ul>
Extracurricular& Activities:	<ul style="list-style-type: none"> <li>• Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</li> <li>• Athletic and other extra/co-curricular activities likely suspended.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• Clear communication about academic expectations and grading shared with students and families.</li> <li>• Share technology support resources for parents.</li> <li>• Student/family support hot-line opened.</li> </ul>