

FLOODWOOD SCHOOL DISTRICT

Restart Blueprint

DRAFT

Floodwood School: Preparing all students to succeed.

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A message from

Dr. Rae Villebrun Superintendent

Dear Parents/Guardians,

The safety of your child was at the forefront of our minds as the district determined what educational opportunities would look like in the fall. We understand that Distance Learning is going to be a preference for some families and you will be supported in that decision. If you decide you want your child in the building, we welcome them back.

Personal Protective Equipment and strict cleaning methods will be used. We ask for your help by sending your child to school only if they are well and expecting them to wear a mask when it is appropriate for them to wear the mask. Only students who have a medical reason will be allowed to not wear a mask. If your child is not medically fit to wear a mask, please check with your physician to determine whether attending school in person is the best option. If appropriate, they may wear a face shield.

Each of the district's plans will include appropriate learning activities that will include standards based and rigorous lessons whether the student is at home learning or in the building. Our goal is to provide lessons that use technology, discussion, and activities that will increase the knowledge of our students.

Introduction

In March 2020, Floodwood School District closed its school building to students due to the COVID-19 outbreak and the Governor's Emergency Executive Order 20-02, issued March 15, 2020. For the remainder of the spring semester, students engaged in distance learning.

In planning for the coming school year, the Minnesota Department of Education (MDE) has requested school districts to plan for three different scenarios going into the 2020-2021 school year. Those three scenarios include:

- **Scenario 1: In-person learning for all students.** Creating as much space as possible between students and teachers that is feasible during the day, but is not held to strictly enforcing the 6 feet of social distancing.
- **Scenario 2: Return students to school buildings implementing a hybrid model.** Following strict social distancing and capacity limits to 50% maximum occupancy. Social distance of at least six feet between people must always occur.
- **Scenario 3: Distance Learning Only**

The Restart Blueprint is based on the MDH *2020-2021 Planning Guide for Schools*, MDE's *Guidance for Minnesota Public Schools: 2020-2021 School Year Planning* and current public health recommendations at the time this document was developed, which include:

- Maintain a distance of six-feet between individuals
- Wear face masks or coverings
- Screen for COVID-19 symptoms
- Practice good hygiene protocols, including hand washing, cleaning and disinfecting
- Limit group gatherings
- Plan for short-term school closures, should there be a suspect or confirmed COVID-19 case

This Blueprint is a working document to be updated as changes occur. It summarizes the methods Floodwood School District will utilize in all three scenarios.

Communication

Taskforce

Floodwood School District has formed a taskforce to work on the modifications needed for the upcoming school year. The team includes the following people.

Team Member	Title
Rae Villebrun	Superintendent
Allyn Clark	Director of Buildings & Grounds
Taylor Dickinson	IEA, Inc. Consultant
Siobain Riley	Head Cook
Larry Baker	Technology Coordinator
Lois Person	Administrative Assistant
Sarah Marshall	School Nurse
Jessica Larson	Director of Transportation
Emma Stupke	Guidance Counselor

Amanda Fjeld	Behavioral/Instructional Coach
Sarah Lindstrom	Teacher
Sara Hanson	Teacher
Jennifer Bartsch	Teacher
Erik Root	Teacher
Geraldine Davidson	Ed. Minnesota President

Rae Villebrun, Superintendent and Sarah Marshall, School Nurse serves as the point of contact for all COVID-19 related matters. Their information will be included on all communications.

Rae Villebrun will determine what tasks student's involvement will be helpful on, and Emma Stupke will involve students in the implementation of the task.

Communication Methods

The District will release regular communication updates in the following ways:

- Weekly email from Rae Villebrun, Superintendent to all staff
- Images (school and community newspaper), released monthly for students, parents and guardians
- Weekly staff meeting with Rae Villebrun, Superintendent with teaching staff on Google Meet

The District will continue to utilize the district website and Facebook for updating staff, students, parents/guardians, and the public. Written documentation will be available at the District Office for parents/guardians who do not have internet access.

Instant Alert (messaging system) will be utilized to provide parents/guardians and staff with immediate updates when necessary.

Posters will be present within the facility, including at the following locations:

- At all handwashing sinks to remind everyone of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods occurring

Template Messaging

Message templates have been assembled for:

- A letter informing staff, students and parents of the MDE scenarios, notifying them that the district is complying with MDE recommendations and has completed a restart plan for the three scenarios.
- A template letter that can be used, should school cancellations need to occur due to a known or suspected case of COVID-19 in district facilities.
- A summary letter, outlining the changes taking place within the district to be provided to parents/guardians, students and staff after the MDE announcement is made on what scenario will be followed.
- A template letter notifying staff, students and parents of the changes taking place regarding athletics.

Mental Health & Wellness

The COVID-19 pandemic is causing stress, fear, and anxiety for many people. The District will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness in the following ways.

Floodwood School District has the following mental health professionals available:

- Emma Stupke, (K-12) Guidance Counselor
- TBD, Mental Health Therapist through North Homes, Inc.
- TBD, Children's Therapeutic Skills Support through North Homes, Inc.

SCENARIO 1

Students will all be provided with information on reaching counseling staff. Their contact information and hours will be provided to students to allow them to reach out for assistance.

Students that continually receive assistance will continue to receive assistance as per usual.

SCENARIO 2

Students who are in the building can access services in the ways listed in scenario 1. Students at home will receive information on how to reach the counseling staff electronically.

Students that continually receive assistance, who are not in the building will be reached out to electronically. The Behavioral/Instructional Coach will be utilized this year and will assist in identifying students that may need assistance.

Elementary classes will continue to have counseling sessions to ensure students know what services are available. Group lessons will occur on Wednesdays.

SCENARIO 3

Students at home will receive information on how to reach the counseling staff electronically.

Students that continually receive assistance, who are not in the building will be reached out to electronically. The Behavioral/Instructional Coach will be utilized this year and will assist in identifying students that may need assistance.

Elementary classes will continue to have counseling sessions to ensure students know what services are available. Group lessons will occur on Wednesdays.

Reporting Methods

Floodwood School District will request parents, guardians and staff to self-report if they or their student have COVID-19 symptoms, a positive test or have been in close contact with someone with COVID-19.

Parents, guardians or staff will report to School Nurse, Sarah Marshall at (218) 476-2285 or smarshall@isd698.org.

Training and Education

The following staff categories have received training on the Restart Blueprint in the specific areas listed below. Records of training for the staff groups are located on Google Drive.

<u>Maintenance & Custodial Staff</u> <ul style="list-style-type: none"> • Currently known COVID-19 Facts • Cleaning Methods and Schedule • Employee Right-to-Know • Personal Protective Equipment • District's Restart Blueprint Overview • Identifying Symptomatic Students • Screening Yourself 	<u>Transportation Staff</u> <ul style="list-style-type: none"> • Currently known COVID-19 Facts • Cleaning Methods and Schedule • Employee Right-to-Know • Personal Protective Equipment • District's Restart Blueprint Overview • Identifying Symptomatic Students • Screening Yourself
<u>All Other Staff</u> <ul style="list-style-type: none"> • Currently known COVID-19 Facts • Overview of the Custodial Cleaning • Receiving Items from Home • District's Restart Blueprint Overview • Identifying Symptomatic Students • Screening Yourself 	<u>Parents & Guardians</u> <ul style="list-style-type: none"> • District's Restart Blueprint Overview • Transferring Items from Home to School • Scheduling Changes • How to Screen/What to Screen for • Use of Technology <p>*The district will send home the MDH COVID-19 Decision Tree and MDH "Is it COVID-19"? to assist with symptom identification</p>

Cross-Training and Absence Planning

Floodwood School District is preparing for absences of essential staff members by cross training. Backup staff members have been assigned for essential roles, shown below.

Team Member	Backup/Fill-In
Rae Villebrun	Steve Hall– Board Chair Amanda Fjeld– Instructional and Behavioral Coach Geraldine Davidson – Ed. Minnesota Floodwood Union, President
Allyn Clark	Cindy VanGuilder or John Belden
Siobain Riley	TBD
Teresa Hart	IASC
Lois Persons	School Secretary

Floodwood School District is planning to remain as flexible as possible to accommodate staff and students, while following individual Union Contracts.

In order to prepare for the possible need for more substitute teachers/positions, the District will hold a training for all current substitutes during the school in-service day to prepare for the need to fill-in, in positions that they may not normally perform.

Screenings

Floodwood School District will complete proactive screenings of students, visitors and staff entering the buildings.

MDH and CDC recommend that people are screened when entering the building. The MDH COVID-19 screening poster will be posted at building entrances to remind people entering of the symptoms of COVID-19. Posters will also be placed, notifying people entering that the District will be screening occupants.

To assist parents/guardians, students, and staff in determining when to come into the building based on symptoms, Floodwood School District will provide and post the MDH Decision Tree factsheet.

SCENARIO 1 & 2

Floodwood School District will implement the following screening process for students taking the bus, driving themselves, dropped off, walking, staff and visitors:

- The screener will wear a face covering and wear gloves.
- The screener will visually inspect the person for signs of illness, which could include: flushed cheeks, rapid breathing/difficulty breathing, fatigue or extreme fussiness.
- The screener will conduct a temperature screening using a non-contact thermometer.
- People who have a temperature of less than 100.4 with no symptoms may attend. Those with symptoms or a fever will be turned away and need to go home.
- The students will be screened when they come to school. We will also rely on parents to report any concerns or keep students home if they are sick.

If a disposable or non-contact (temporal) thermometer was used and it did not have physical contact with a child, the screener does not need to change gloves before the next check. If it did touch the child, the screener should change gloves and wipe the thermometer with alcohol wipe.

Community Expectations

Hand Washing

Proper hand washing practices are very important to reduce the spread of any virus. Posters will be placed at all sinks to remind everyone of good hand washing practices.

Hand sanitizer will be provided to all staff members for their desks and workspaces. Hand washing is more effective than hand sanitizer in reducing germs. However, in instances where handwashing is not readily available, hand sanitizer can be used. Visibly dirty or greasy hands should still be washed as soon as feasible. Custodial staff will check mounted hand sanitizer and hand washing supplies during each daily cleaning of the area.

Teachers are expected to encourage proper hand washing with all students.

Face Coverings

SCENARIO 1

Staff and students of Floodwood School District will wear a face covering when in the building. That may include a face mask or plastic face shield. Both options will be provided, along with instructions on proper use and cleaning.

SCENARIO 2

Employees of Floodwood School District will wear a face covering when in the building. That may include a face mask or plastic face shield. Both options will be provided, along with instructions on proper use and cleaning.

Students, K-12th grade, are required to wear face coverings. That may include a face mask or plastic face shield. They will be made available by the school if needed. Students may choose to wear one of their own, providing that it is school appropriate.

MDH face covering guidelines should be followed when wearing coverings. This includes: washing hands before applying, washing hands after taking off, not touching the covering repeatedly and keeping it clean.

The CDC and MDH do not recommend masks be worn by anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. They are also not recommended for children who cannot manage them on their own and are not to be used on children under the age of two years old. If a student has a disability that doesn't allow for them to wear a mask, they will not be required to wear a mask.

Protecting Those at Higher Risk

Floodwood School District will accommodate the needs of students and staff who are at higher risk of serious illness from COVID-19. This includes honoring requests of parents who may elect to continue distance learning due to an underlying medical condition of the student or others in their home.

A questionnaire will be sent to all staff and families to allow them to self-identify as high risk for illness. Rae Villebrun, Superintendent will review all staff and students that have identified as high-risk and reach out to them with individual plans.

Facilities

Physical Barriers

Floodwood School District will install barriers on certain administrative desks.

To lessen the traffic into the office, there is also a non-contact drop box for papers, lunch money, etc. both in the entryway and in the hallway next to the office.

Drop bins labeled with teachers' names will be placed in the entryway to allow parents and guardians to drop off items for students as needed.

Gatherings and Visitors

To comply with current public health orders, Floodwood School District will be limiting non-essential building visitors. It is also required that student drop-off and pick-up occur outside the building, rather than inside.

Large group gatherings will occur virtually while this plan is in effect.

Water and Ventilation Systems

Water systems will be flushed according to the CDC guidelines as outlined in the link below.

<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

Ventilation systems will be assessed to determine they are operating properly. Dampers are opened to bring in as much outdoor air as possible.

Space Considerations

Playgrounds

SCENARIO 1 & 2

Playgrounds will remain open and will be cleaned daily, per CDC guidelines. This includes cleaning high touch surfaces (swing chains, slides and grab handles) using soap and water. Cleaning will take place during fair weather, as it is not possible during the colder weather due to freezing.

Students will be directed to wash hands before and after playground use.

Playground usage will occur as a class, in order to keep groups as static/same as possible. Therefore, there will be fewer students on the playground at a time and the groups will not intermingle with other classes.

Library

SCENARIO 1 & 2

Library books will be pre-selected for elementary students. They will be placed in labeled, zip-top bags.

When returned, the bags will be placed in a bin, labeled with the date returned. Bins of books will sit for 24-72 hours prior to being wiped and re-shelved.

Technology

SCENARIO 1 & 2

Each student will have a tech device and clean it in the presence of their teachers.

The copy area for staff will remain open and in-use. Those using the machine will be asked to use a provided alcohol wipe to wipe clean when done. A poster reminding employees of the need to clean after each use will be posted.

Gymnasium

SCENARIO 1 &2

Physical Education classes will be done outside when weather permits. When physical education equipment is used, it will be placed in a “dirty” bin, located in the gym and custodians will clean the toys and the bin at the end of the day, prior to putting away.

Sporting Events & Locker Rooms

Floodwood School District follows the recommendations and requirements outlined in MDH document, *COVID-19 Sports Guidance for Youth and Adults (6/19/2020)*.

Coaches will receive communications outlining the provisions as follows:

- Sports will begin on July 1
- Practices need to be schedule in at least one weeks’ advance with Community Education
- Non-game settings are required not to exceed 25 people per pod, indoors and outdoors
- Intermixing of pods is kept to a minimum
- No games will currently occur
- Coaches are required to conduct screenings of anyone present at a practice. The logs will need to have players name and turn them in daily to the main office.
- Water fountains are shut down; however, bottle fillers will remain open.
- The locker rooms will remain closed until further notice.
- The weight room will remain closed for the time being.
- Coaches are responsible for cleaning equipment used. Custodial staff will be responsible for cleaning restrooms used.

A letter will be prepared and sent home to parents outlining the changes.

Floor Markings

Floor markings made of non-skid materials, will be placed in areas that may see congestion, such as: outside of restrooms, at communal sinks and in offices.

Classrooms

SCENARIO 1

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, rugs, and all other non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges.

Tables in the elementary rooms may be used when space allows for students to be distanced. Individual desks will also be utilized.

Rugs will be removed from Pre-K to 3rd grade rooms and will be replaced with labeled, individual mats.

SCENARIO 2

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, rugs, and all other non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges.

Markings will be placed on the floors, marking distances of six feet for desk spacing. It was noted that most classrooms have a usable floor space of 25 feet by 30 feet which allows for sixteen (16) desks per classroom.

Tables in the elementary rooms may be used when space allows for students to be distanced according to the MDH and CDC guidelines. Individual desks will also be utilized.

Rugs will be removed from Pre-K to 3rd grade rooms and will be replaced with labeled, individual mats.

Drinking Fountains

Drinking fountains will be turned off at this time. Bottle fillers will remain in use and will be added to the list of cleaning items.

Cafeteria

SCENARIO 1

The cafeteria will be opened, and the benches will be marked allowing for seating distance between students.

SCENARIO 2

At this time, the cafeteria will be closed and will be used for staging of meals. Both breakfast and lunch will be served in the classrooms, pre-packaged by food service.

Students at home will receive pre-packaged meals available for pickup or delivery.

SCENARIO 3

Students at home will receive pre-packaged meals available for pickup or delivery.

Nurse's Room/Area

The nurse's office will be revamped to accommodate social distancing. The current "office" will accommodate a student or staff member should they need to be isolated until they can leave the building if they are showing symptoms of COVID-19.

Teachers and other staff members will need to call the nurse's office before sending a student.

Childcare

SCENARIO 2 & 3

Families will be surveyed to determine if they are critical workers that are in need of childcare. Staffing will be determined by the number of children needing childcare.

Scheduling

SCENARIO 1

All students will return to in-person learning within the building.

SCENARIO 2

To comply with scenario 2 and the strict social distancing guidelines, Floodwood School District will adopt a hybrid scheduling model.

K-6 classes will continue as daily classes. Distance Learning will take place on Wednesday.

High school students will be split into two groups, A and B. Group A will be in the building on Monday and Tuesdays. Group B will be in the building on Thursday and Friday. Distance learning will take place on Wednesdays.

Special education students will have their IEP's reviewed and their schedules will be tailored to the individual person.

A schedule will be shared with families if scenario 2 is necessary.

Class Schedules

SCENARIO 1

Students will proceed from class to class in one way traffic through the hallway.

Band: Class sizes will be limited to maintain social distancing. The current band room space allows for thirty (30) students to participate in class while maintaining eight-feet of distance to account for instrument spacing.

Industrial Arts: After shop equipment is used, a designated student will be responsible for cleaning using wipes within the classroom.

Art: After art class supplies are used, a designated student will be responsible for cleaning using wipes within the classroom.

SCENARIO 2

Elementary students will remain in their classrooms, rather than changing groups and classes. This is with the exception of physical education class. Art and music classes will be brought into the classrooms.

Arrival and Dismissal

SCENARIO 1 & 2

Students and staff that transport themselves to school or walk will enter through the main entrance. School vehicles will drop off at the playground entrance. It is also required that student drop-off and pick-up occur outside the building, rather than inside.

At this time, based on the survey responses from the district families, Floodwood School District is planning to remain with the traditional start/stop times.

Staff will monitor the arrival and dismissal times to curtail congregating and ensure students go straight from vehicles to classrooms and vice versa.

Staff members will be allowed to access the building outside of standard hours of 7 AM to 4 PM, Monday through Friday. They are responsible for screening themselves at the screening station each morning.

Transportation

SCENARIO 1

Under scenario 1, more space is required to be present between people. Floodwood School District will utilize every other bus seat, with families/households sitting together. Masks will be required to ride the bus to school.

The bus will load from back to front. Seats will be marked, indicating where students may sit.

Hand sanitizer will be available on all transportation vehicles.

SCENARIO 2

When reviewing options on busing it was observed that on a 77 passenger bus, there are 13 seats per side. On an 88 passenger bus, there are 14 seats per side. In order to maintain six feet of distance, every third seat will be used, on every other side. This opens 7 seats per bus.

The bus will load from back to front. Seats will be marked, indicating where students may sit.

Hand sanitizer will be available on all transportation vehicles.

Facility Cleaning Methods and Considerations

Cleaning Considerations

Floodwood School District has prepared in depth cleaning practices to prevent the exposure of COVID-19. Key elements include:

- Staff will utilize Hillyard QT-TB Disinfectant, which is an approved disinfectant on American Chemistry Council approved list.
<https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>
- The dwell time of the product is five minutes.
- The SDS states that the PPE is required and includes chemical resistant rubber gloves and goggles or safety glasses.
- The SDS is available to staff in the custodial area or on the Google Drive.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are located on Google Drive.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment.

Routine Cleaning

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread. Floodwood School District accomplishes this through routine cleaning of high touch points as listed below, per CDC guidelines.

Internal custodial staff completes routine cleaning:

1. Wear chemical resistant gloves and safety glasses or goggles
2. If the surface is visibly dirty – Clean using soap & water
3. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads.
The product needs to remain wet, on the surface for the designated amount of time.

4. Use a garbage bag for your waste. When full, place garbage in the dumpster.
5. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds.

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
COMMON AREAS			
Main Entrance/Vestibule Door Handles and Electronic Door Assist Buttons	3 times/day	9 AM 12 PM 3 PM	9 AM-AI 12 PM and 3PM – John and Cindy
Main Office Door Handles			
Bottle Fillers			
Check-in Counters/Front Office Counters			
Handrails			
Vending Machine Buttons, cash input/output surfaces, pickup slot door.			

MAIN OFFICE & DISTRICT OFFICE & TEACHERS LOUNGE (ROOM 130)			
Door Handles/Inside Outside	1 time/day	Evenings – After 3:30	John and Cindy
Conference Room Tables			
Desks			
Chairs - Armrests, Grip areas			
Phones and Computers			
Break Room : Tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors *Removing all other shared condiments			

GENERAL CLASSROOM			
Door Handles *Identify all touch points during open/closing	1 time/day	Evenings- After 3 PM	John and Cindy
Door Frames			
Light Switches			
Table Tops			
Desks			
Chairs (Include hand grip locations)			
Cabinet Handles/Pulls and Front of Doors			
Sink Faucets and Front Edge of Sink			

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
BATHROOMS			
Cold/Hot Water Faucets and Front of Sinks	3 times/day	9 AM 12 PM 3 PM	9 AM-AI
Toilet Flusher			

Toilet/Toilet Bowl			12 PM and 3PM – John and Cindy
Push Locations Inside/Outside Stall Doors			
Mirrors			
Soap Dispensers			
Handle/Push Spot on Main Door Inside/Outside			
Accessible Grab Bars			
Cabinet Handles/Pulls and Front of Doors			
Baby Changing Stations			
Hand Dryers/Paper Towel Dispenser			

PLAYGROUNDS

Swing Chains	1 time/day	After Recess	AI
Slides			
Overhead Bars			
Grab Handles			

GYMNASIUM

Entrance Door Handle	1 time/day	Before School	AI
Shared Equipment/Used Equipment Bin			

Cleaning with Suspected or Confirmed Case of COVID-19

MDH and CDC recommend additional cleaning measures take place should there be a known or suspect COVID-19 case within the building. Cleaning would occur in all locations where that person was present. The CDC recommends proceeding with regular cleaning if you receive this information seven days or more since the person has been in the facility.

Internal custodial staff completes the cleaning sequence below should there be a suspect or confirmed case:

1. Vacate the area - Leave windows open for circulation
2. Allow the space to ventilate for at least 24 hours, or more if feasible before cleaning
3. Wear chemical resistant gloves, clothing coverings and safety glasses or goggles
4. If the surface is visibly dirty – Clean using soap & water
5. Disinfect surfaces using disinfectant provided and paper towels and/or disposable scrub pads. The product needs to remain wet, on the surface for the designated amount of time.
6. Use a garbage bag for your waste. When full, place garbage in the dumpster.
7. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds.

Special Cleaning Considerations

Toys in Classrooms

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used.

After use they are placed in a separate bin and cleaned by the instructor by cleaning with water and detergent, rinsing, sanitizing with an EPA-registered disinfectant, rinsing again, and air-drying.

Porous Surfaces

During this time, unnecessary rugs and other porous objects have been removed from classrooms. Other porous surfaces may include: chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Transport laundry in disposable garbage bags when possible OR clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent
- Dry thoroughly

Handling Suspected or Confirmed Cases

Floodwood School District will proceed as follows with suspect or confirmed cases:

- The person will be separated and held in the isolation room within the nurse's office until they are able to be picked up by a parent or guardian
- While waiting they will be under visual supervision of a staff member
- The staff member and person waiting will be requested to wear face masks, unless a person is unconscious, has trouble breathing or is incapacitated
- Cleaning steps outlined in the cleaning section will be followed, ensuring that communal spaces such as restrooms and copy rooms the person used are included
- MDH will be notified of confirmed COVID-19 cases of students or staff. It will be reported by emailing health.schools.covid19@state.mn.us

If it is determined that the person is in need of transportation home, Floodwood School District will use district transportation methods to bring the person home. If medical care is needed, 911 will be called.

Appendix A

[Posters](#)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/coronavirus





hands
that look
clean can still
have icky
germs!



Wash YOUR HANDS!

This material was developed by CDC. The Life Is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



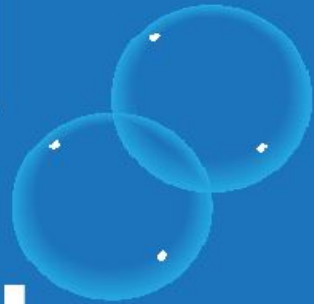
Clean frequently touched surfaces and objects (for example, TV remotes and computers).



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



KEEP
CALM
AND
WASH
YOUR
HANDS

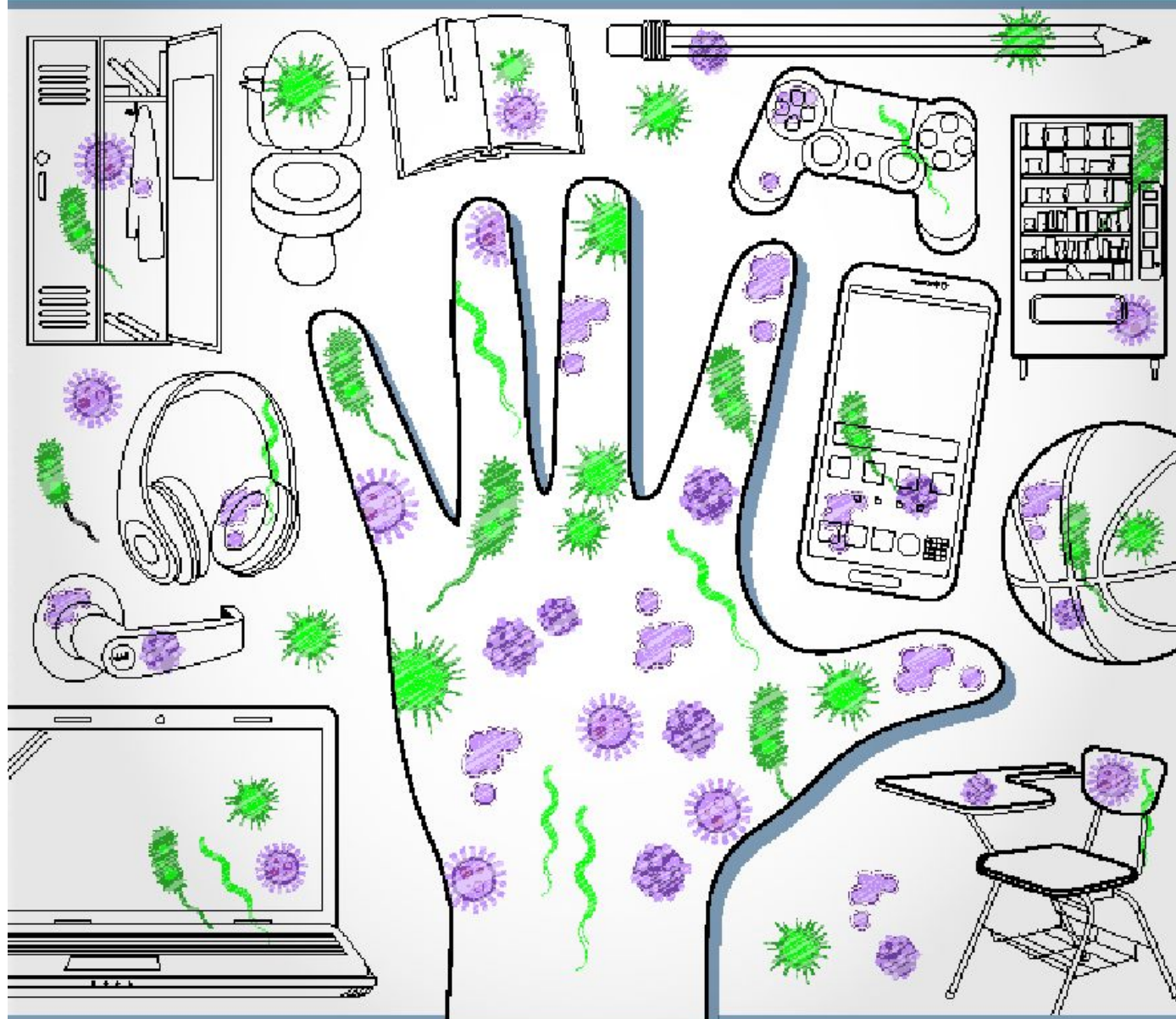


U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

CS243041A

GERMS

are all around you.



Stay healthy.
Wash your hands.



Prevent the Spread of COVID-19



**Wash your
hands.**

For more information,
visit health.mn.gov.



Prevent the Spread of COVID-19



**Stay home
when sick.**

For more information,
visit health.mn.gov.



Prevent the Spread of COVID-19



**Cover your
cough.**

For more information,
visit health.mn.gov.



Prevent the Spread of COVID-19

Stay home if you are sick. Symptoms can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell.



**Wash your
hands.**



**Stay close
to home.**



**Stay 6 feet
from others.**

For more information, visit health.mn.gov
HOTLINE: 651-201-3920 or 1-800-657-3903

m1 DEPARTMENT
OF HEALTH

DON'T FORGET TO WASH



WET YOUR HANDS

1



APPLY SOAP

2



WASH YOUR HANDS

for 20 seconds

3



RINSE WELL

4



DRY YOUR HANDS

5



TURN OFF WATER

with paper towel

6

mn DEPARTMENT
OF HEALTH

651-201-5414, www.health.state.mn.us

Don't forget to scrub between your fingers,
under your nails, and the top of your hands.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-nCoV/prevent-getting-sick/diy-cloth-face-coverings.html>

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
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS370488A 04/19/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)












Appendix B

[MDH Resources/Handouts](#)

Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

If you are able to manage your symptoms at home, you don't need to seek care or get a COVID-19 test. Contact your medical provider for any symptoms that are severe. For medical emergencies, such as difficulty breathing, call 911.

	SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
	Cough	Often	Often	Sometimes	Sometimes
	Fever	Often	Often	Rarely	Never
	Body aches	Often	Often	Rarely	Never
	Shortness of breath	Sometimes	Sometimes	Rarely	Rarely
	Headache	Sometimes	Often	Sometimes	Sometimes
	Fatigue	Sometimes	Often	Sometimes	Sometimes
	Sore throat	Sometimes	Sometimes	Sometimes	Never
	Loss of taste or smell	Sometimes	Rarely	Rarely	Rarely
	Diarrhea	Sometimes	Rarely	Never	Never
	Chest pain or pressure	Rarely	Rarely	Never	Never
	Runny nose	Rarely	Sometimes	Often	Often
	Sneezing	Rarely	Sometimes	Often	Often
	Watery eyes	Never	Never	Never	Often

This list is not all-inclusive.

CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers "Yes" to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.



Visitor and Employee Health Screening Checklist

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer "Yes" or "No" to each question. Do you have:

- ☐ Fever (100.4°F or higher), or feeling feverish?
- ☐ Chills?
- ☐ A new cough?
- ☐ Shortness of breath?
- ☐ A new sore throat?
- ☐ New muscle aches?
- ☐ New headache?
- ☐ New loss of smell or taste?



COVID-19 EXCLUSION GUIDANCE

Decision Tree for Symptomatic People in Schools & Child Care Programs

Send home, or deny entry, to children, care providers, or staff with any symptoms of illness.

For symptoms consistent with COVID-19, reference exclusion criteria below to determine when individuals may return.

Symptoms consistent with COVID-19 include: new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever (100.4°F or higher); chills; muscle pain; headache; sore throat; new loss of taste or smell.

Has the person been clinically evaluated?	Has the person been clinically evaluated?	Has the person been clinically evaluated?
Received laboratory test for COVID-19 ^{a,c}	COVID-19 diagnosis without lab test	Alternate diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth) ^d
POSITIVE: MDH will provide instructions to the person and household contacts about when it is safe to return to work/school.	Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.	Follow provider directions, treatment, and return guidance.
NEGATIVE: Stay home if fever has resolved, other symptoms have improved, AND either two negative tests are received in a row at least 24 hours apart OR 10 days have passed since symptoms first appeared.	Siblings and household members also stay home for 14 days.	Follow the <u>Infectious Diseases in Childcare Settings and Schools Manual</u> (https://www.hennepin.us/daycaremanual)
		Follow the <u>Infectious Diseases in Childcare Settings and Schools Manual</u> (https://www.hennepin.us/daycaremanual)
		Follow the <u>Infectious Diseases in Childcare Settings and Schools Manual</u> (https://www.hennepin.us/daycaremanual)

Appendix C

Purchasing List and Plan Audit

Table 1: Items Needing to be Purchased/Made to Accomplish

Item	Quantity	Person Responsible
Floor Markings		
Hand Washing Posters		
MDH Decision Tree (Laminated) for Doors		
MDH Is it COVID-19 (Laminated) for Doors		
Screening Summary Posters		
Screening Barriers/Stations		
Admin Desk Barriers		
Gloves		
Masks		
Face Shields		
Cleaning Instructions for Masks & Shields		
Non-Contact Thermometers		
Wipes		
Disinfectant Spray		
Rags/Paper Towels		
Hand Sanitizer in Bottles		
Hand Sanitizer Stations		
Drop-Off/Pick-Up Signs for Parents/Guardians		
Handwashing Reminder Signs		
Library Bins for Used Books		
Library Bags for Books		
Chrome Book Cleaning Kits (Instructions and Solution)		
Posters for Cleaning – Copy machine, break room, shop equipment, art supplies		
Gym Bins for Used Equipment		
Tape for Floor Markings for Desks		
Extra Mats for Pre-Kindergarten & Kindergarten		
Consumables for Cafeteria/Meals		

Table 2: Plan Audit

COMMUNICATION	<i>Date Completed</i>
Posters are present at all handwashing sinks	
Posters are present on all entry doors	
Posters are present at entries notifying people of the screening methods	
Template messaging is complete for school cancellations	
Template messaging is complete to provide a summary of the Restart Blueprint	

TRAINING	<i>Date Completed</i>
Maintenance/custodial staff received training	
Transportation staff received training	
All other staff received training	
Parents and guardians were provided with educational materials	

SCREENINGS	<i>Date Completed</i>
Screening stations are present with: a barrier, gloves, face covering, thermometers and wipes.	
Stations are	
All other staff received training	
Parents and guardians were provided with educational materials	

COMMUNITY EXPECTATIONS	<i>Date Completed</i>
Hand sanitizer is present on all desks	
Face covering options are available for all staff members with instructions on how to clean	
Barriers are present on administrative desks	
Signs are present to instruct parents and guardians to have pickup and drop-off take place outdoors	

SPACE CONSIDERATIONS	<i>Date Completed</i>
Library: Bags are ready for students for books to be placed and a bin is present for used books	
Technology: Wipes are present by copier machines, a poster reminding people to clean the copy machine after use and cleaning solution bottles are ready to be distributed to houses to clean chrome books	
Gymnasium: Bin is present in the gym to collect used equipment needing to be cleaned and disinfecting products are present for the instructor	
Hallways: Floor markings are present	
Classrooms: Rooms do not have excess items, rooms do not have rugs present, floor markings are present on the floor to mark desk placement and tables have been replaced with desks	

Drinking Fountains: Fountains are shut down	
Cafeteria: Cafeteria has supplies necessary to pre-package meals	
Nurse's Room: Isolation room has been set-up in the nurse's office	
Industrial Art Room: Disinfecting wipes are present	
Art Room: Disinfecting wipes are present	

CLEANING	<i>Date Completed</i>
Staff has Hillyard QT-TB disinfectant present	
Container is labeled	
Safety Data Sheet is available	
Staff have received training	
High touch audit has been laminated and provided to cleaning staff	
Staff have chemical resistant gloves available	

Appendix D

Template Letters

APPENDIX E

Capacity Audit

Floodwood School District Space Assessments

Purpose of this assessment is to determine the number of students that will be able to use each classroom while maintaining six feet of distancing while also comparing that number to the Fire Marshal's 50% occupancy rating.

Classroom Number	Occupancy Load Calculations			Social Distancing Calculations							Other Considerations
	Total Square Footage	Classroom Type	50% Occupancy	Usable Floor Space (Length x Width)		Usable Square Footage	Number of Desks that can be Spaced 6' Apart in a Grid			Total Number	
				Length in Feet	Width in Feet		Desks	Desks	Desks		
Rm 157	1280	Science Labs	13			0		X			15 stations
Rm 160	842	Science Labs	8	26	20	520	4	X	4	16	7 stations
Rm 155	412	Standard Classroom	10	13	17	221	*		2		
Rm 154	273	Standard Classroom	7	8	17	136	*		2		
Rm 153	175	Business Office	1	5	10	50	*		*		
Rm 164	892	Standard Classroom	22	23	20	460	4	X	4	16	
Rm 169 Library	1897	Library/Media Center (Book Shelving Area)	9			0		X			
Rm 169 Library	612	Library/Media Center (Reading & Work Area)	6	26	15	390	4	X	2	8	8 - 3x6 tables
Rm 180 Tech Lab	846	Standard Classroom	21			0		X			11 stations, 1 teacher
Rm 165	892	Standard Classroom	22	22	20	440	4	X	4	16	3 - 5 ft tables, 2 - 4 ft tables
Rm 194	870	Standard Classroom	22	28	17	476	5	X	2	10	
Rm 198 Band	1763	Music	44	31	38	1178	5	X	6	30	
Rm 201	683	Shop	7			0		X			5 stations
Rm 201	748	Standard Classroom	19	18	23	414	3	X	4	12	6 - 3x6 tables, 4 wall stations
Rm 203	917	Standard Classroom	23	25	21	525	4	X	4	16	7 - 2x2 tables
Fitness Center	1239	Exercise Room	12			0		X			more stations than capacity
Rm 207	885	Standard Classroom	22	20	20	400	4	X	4	16	
Rm 210 Weight Rm	1131	Exercise Room	11	12	48	576	*	X	8		6 stations
Rm 215	1315	Standard Classroom	33	17	48	816	2	X	8	16	7 - 3x6 tables, 3 - 3x4 tables
Rm 231	921	Standard Classroom	23	22	18	396	4	X	3	12	
Rm 234 Wood Shop	1544	Shop	15			0		X			20 stations
Rm 242 Auto/Metal Shop	3296	Shop	33	50	33	1650	8	X	5	40	plus 5 welding stations
Cafeteria	2121	Cafeteria	71	40	25	1000	7	X	4	28	9 - 5ft round, 4 - 2x12 tables
200 Small Gymnasium	5023	Gymnasium	50	76	48	3648	12	X	8	76 floor capacity	bleacher capacity 20
Rm 182	95	Business Office	0			0		X			
Rm 177	93	Business Office	0			0		X			
300 Large Gymnasium	9218	Gymnasium	92	58	92	5336	10	X	15	150 floor capacity	bleacher capacity 104
Rm 314	885	Exercise Room	9	25	20	500	4	X	4	16	6 stations
Rm 330	742	Child Care/Day Care	11	16	19	304	2	X	4	8	4 - 4 to 6 ft tables
Rm 328	364	Standard Classroom	9	14	7	98	2	X	*		1 teacher, 2 students
Rm 342	890	Child Care/Day Care	13	17	21	357	2	X	4	8	3 - 2x5 tables
Rm 344	468	Standard Classroom	12	17	18	306	2	X	3	6	6 various sized desks
Rm 345	468	Standard Classroom	12	17	18	306	2	X	3	6	some desks from 344 belong in this room
Rm 364	967	Standard Classroom	24	23	19	437	4	X	4	16	currently storage
Rm 366	967	Standard Classroom	24	23	19	437	4	X	4	16	
Rm 374	967	Standard Classroom	24	23	19	437	4	X	4	16	
Rm 377	986	Standard Classroom	25	27	19	513	4	X	4	16	currently storage
Rm 380	875	Standard Classroom	22	22	21	462	4	X	4	16	
Rm 381	903	Standard Classroom	23	23	19	437	4	X	4	16	currently storage
Rm 382	929	Standard Classroom	23	26	18	468	4	X	3	12	
Rm 348	904	Standard Classroom	23	23	22	506	4	X	4	16	
Rm 350	904	Standard Classroom	23	23	22	506	4	X	4	16	
Rm 352	899	Standard Classroom	22	20	18	360	4	X	3	12	5 - 3x5 tables
Rm 339	533	Standard Classroom	13	12	17	204	*	X	2		5 station tables
Rm 334	978	Standard Classroom	24	21	20	420	4	X	4	16	5 - 2x5 tables
Rm 324	1047	Standard Classroom	26	18	35	630	3	X	6	18	
Rm 310	761	Standard Classroom	19	19	16	304	4	X	2	8	8 - 2x4 tables
Rm 313	785	Standard Classroom	20	18	22	396	3	X	4	12	4 - 3 to 6 ft various tables, 2 teachers desks
Rm 305 Staff Lounge	885	Standard Classroom	22	21	22	462	4	X	4	16	
Rm 306	881	Standard Classroom	22	22	18	396	4	X	3	12	6 - 2x4 tables
Rm 307	769	Standard Classroom	19	16	18	288	2	X	3	6	
Nurse's Office	253	Shop	3			0		X			3 stations