



HILLS-BEAVER CREEK ISD #671

HOME OF THE PATRIOTS

RETURN TO SCHOOL PLAN 2020-2021

On March 18, 2020, Governor Walz issued an executive order calling for all Minnesota Public Schools to immediately halt any in-person instruction to protect the state from the spread of COVID-19. That order triggered the most widespread changes ever known to the Minnesota State's Education System and to our way of life. Educators across the state then professionally transitioned into remote Distance Learning Systems; families turned their living rooms into classrooms; and students took on new lives balancing their studies with the deep personal and social emotional impacts brought on by this pandemic. I want to thank all of our students, staff, and families for your efforts to keep things as normal as possible this past spring and for demonstrating such grace and resilience while keeping our communities safe.

The Coronavirus Pandemic has completely changed the way we all see the world. No longer are we able to go about business as usual without thinking about the millions of our fellow world citizens who have contracted this mysterious disease and the hundreds of thousands who have died from it. However, we know that we also have to see the world through the eyes of children who need us to keep them safe, teach them, and provide social and emotional support through this incredible time. In order to serve our children well, we must go back to school this fall.

In moving forward towards the 2020-2021 H-BC School Year, we must be reminded that every decision to reopen our school is determined by data demonstrating the safety for our students and staff in the spread of COVID-19. We must continue to monitor the data and recommendations of the Minnesota Department of Education (MDE), Minnesota Department of Health (MDH) and Centers of Disease Control and Prevention (CDC), but it is our expectation that we will be able to reopen our schools on September 8, 2020 for Grades 6-12, and Wednesday, September 9 for grades K-5. The reopening of our schools must and will include necessary precautions to protect the health and safety of our students and staff. We must be ready to adjust our educational delivery model should the spread of the virus and consistent health data require a change. The following MDE Safe Learning Plan chart along with continual communication with the assigned Rock County Health expert will determine the specific learning model for H-BC.

How do schools determine their safe learning model?

STEP 1

Minnesota Department of Health (MDH) will use data from counties to determine a base learning model for public schools.

STEP 2

Minnesota Department of Education (MDE) will share county data and the consultative process for public schools to engage with education and public health experts to review their county health data and safe learning plans.

STEP 3

Public schools, with their incident command team, will evaluate their ability to implement required and recommended health best practices.

STEP 4

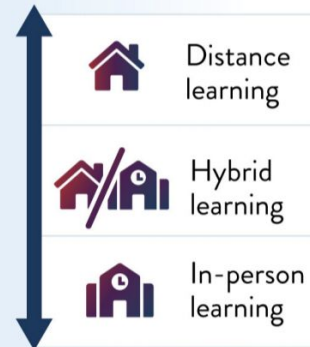
Public schools, in consultation with public health, will determine a learning model to begin the school year and communicate that decision with their school community.*

STEP 5

Public schools and MDH will monitor the community and school-level impact of COVID-19 on a regular basis. Adjustments will be made to the learning model if needed.

from MDE Safe Learning Plan (p. 5)

Safe learning models:



* Regardless of learning model, all public schools must offer an equitable distance learning option to all families.

Our H-BC School District has also convened a Fall 2020-2021 Planning Team which includes administration, teachers, school nurse, parents and a school board member. This team has been charged with creating a plan to bring staff and students back to school in any one of the four scenarios based on the guidelines by the MDE and MDH. The health and safety of all students and staff must and will drive all decision-making as to the proper instructional method to be used at any given time.

It is also very important that all families have a plan of action in place for their students in the event that we must switch from one delivery model to another delivery model on short notice (see scenarios below); to keep everyone safe and healthy.

At this time, H-BC is planning for the 2020-2021 School Year to begin the new school year as scheduled on Tuesday, September 8th for grades 6-12 and Wednesday, September 9th for grades K-5 with in-person delivery hybrid delivery allowing for ALL of our students to return. The H-BC School District will be developing educational delivery models that will allow us to switch quickly from one method of instruction to another method, if we are required by public health officials due to a resurgence of a COVID-19 outbreak.

Thank you to all those that participated on the planning team for our Safe Return to School Plan. They are as follows: Brianna Leuthold, Jeanette VandenHoek, Jill Stiefvater, Andrew Kellenberger, Dan Ellingson, Scott Harnack, Samantha McGaffee, Emily Opheim, Arlyn Gehrke, Halden VanWyhe, and Shelly Fischer.

Todd Holthaus
Superintendent
Hills-Beaver Creek

SECTION 1: SCENARIOS, SCHEDULES AND STRUCTURE

The District will supplement the current curriculum/standards so that whether an in-person learning plan, hybrid learning plan, distance learning plan, or a virtual learning plan is taking place, the content remains high quality. If MDE permits, it is the intention of the H-BC School District to start the 2020-2021 school year with an in-person, hybrid education delivery system. At some point, if needed due to COVID-19 issues, the school district may need to be flexible in moving to a safer educational delivery method for a short time. Our H-BC ISD #671 Fall Planning Team has developed these four contingency educational learning plans as follows:

*****Note: Both H-BC's traditional and hybrid plans have all students in building on site DAILY.**

❖ Scenario 1: In-Person Learning for all Students.

In this planning scenario, schools would create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforcing six (6) feet of social distancing during primary instructional time in the classroom.

- All staff and students in a Scenario 1 format, are mandated to wear face masks or face shields. Masks (face shields in specific situations) are required. Students and staff should plan on bringing their own mask/shield, but will also be provided with one if they forget.
- MDH safety measures will be followed.
- Safety signage will be posted and training will occur during in-person learning and hybrid learning.
- Parents/Guardians will be required to do home-screening (included on page 4 in document) for each of their children before each student comes to school. Staff will also be required to do home-screening for themselves before reporting to work. The screening questions will be provided by the district.
- Activities and extracurricular programming will continue to function following the MDH and Minnesota State High School League (MSHSL) guidelines. The fall football and volleyball season have been moved to the spring. More details to come in regards to practice.
- This scenario will be implemented when possible if the Rock County and MN State COVID-19 metrics continue to stabilize and/or improve.
- Visitors will be limited during In-Person learning, please call the school office before visiting the school.
- High School Juniors and Seniors will be allowed to have their "open" lunch time as allowed by the open lunch policy.
- During the traditional model of school, the school social worker will provide regular social emotional learning education district wide, meet individually with referred students, and be available for ongoing assessment of mental health needs of the students within the district.

H-BC Admittance to School Screening for Students

SECTION 1: Symptoms

Please complete this short check each time prior to coming to school or a school event. Make sure to keep your child out of school and notify the child's school office of your child's attendance for that day:

<input type="checkbox"/>	Temperature 100 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation
<input type="checkbox"/>	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open



CS 318258-B 07/28/2020

cdc.gov/coronavirus

Required for In-Person and Hybrid Learning

- Masking Policy
- PPE for direct support student services
- Build routines of hygiene education & practices
- Daily cleaning and frequent cleaning of high touch surfaces throughout the day
- Building level COVID-19 program coordinator, with optional student counterpart
- Limiting nonessential visitors/volunteers/external groups
- Discontinue large gatherings/activities that do not allow for social distancing
- Monitoring and excluding for illness

from MDE Safe Learning Plan (p. 7)

*****Note: Both H-BC's traditional and hybrid plans have all students in building on site DAILY.**

❖ Scenario 2: Hybrid Model with Strict Social Distancing, Required Masks, and Capacity Limits.

In this planning scenario, due to increased COVID-19 metrics, schools will institute stronger safety measures in school facilities and on all busing vehicles to 50% maximum occupancy. For instance, at 50% occupant capacity, a 900 square foot classroom is able to hold 23 occupants who are adequately socially distanced. A typical school bus will only hold 35 students at 50% occupant capacity. Also, school start times may be staggered, which shall be communicated as soon as possible. Staggered start times will be determined by the number of students needing bus transportation. **In this model, the school is relying on parents getting their students to school.**

In the Hybrid Model:

- ALL students and staff will be able to attend if all available spaces are used creatively including indoor and outdoor spaces (weather permitting). The room assignments for classrooms and subjects have changed for the most part in both buildings to maximize the ability for social distancing.
- Sufficient social distancing with at least 6 feet between people will occur at ALL times. If distancing cannot be achieved in a space or on a busing vehicle, the number of occupants must be reduced.
- All staff and students in a Scenario 2 format are mandated to wear face masks or face shields.
- Students and staff should plan on bringing their own mask/shield, but will also be provided with one if they forget. MDH safety measures will be followed as directed by the state.
- Safety signage will be posted and training will occur during in-person learning and hybrid learning.

- Parents/Guardians will be required to do home-screening ([link here](#)) (also included on page 4 in document) for each of their children before each student comes to school. Staff will also be required to do home-screening for themselves before reporting to work. The screening questions will be provided by the district.
- In the hybrid model, the district needs the help of parents and families to transport students to school, if at all possible. If you cannot drop-off/pick-up your student, we will have buses who are able to be at 50% capacity (35 students). Depending on the number of students who need bus transportation, the district may implement staggered start and end times of school for students.
- During hybrid education, the school social worker will be available both in-person and via virtual platforms to provide on-going school-based mental health support, assessment, and referrals. Regularly scheduled social emotional learning will continue to be provided to students through the use of virtual platforms.
- Doors at the Secondary and Elementary school will open at 7:45 AM with the exception of elementary students who are waiting for the bus from HBC Secondary (Hills) to HBC Elementary (Beaver Creek). Do not drop your students off any earlier as there will be NO supervision. After 7:45 AM, students will report directly to the playground at the elementary and directly to their first period class at the secondary.
- Activities and extracurricular programming will follow the MSHSL and MDH guidelines. The fall football and volleyball season have been moved to the spring. More details to come in regards to practice.
- This scenario will be implemented when possible if the Rock County and MN State COVID-19 metrics continue to stabilize and/or improve.
- No Visitors will be allowed during Hybrid learning.
- At the Elementary School all grades will meet in their assigned classrooms:

<u>Room</u>	<u>Grade Level</u>
LPA Room	Preschool
Kindergarten	Kindergarten Classroom
Grade 1	Grade 1 Classroom
Grade 2	Past Computer Classroom
Grade 3	Past Grade 2 Classroom
Grade 4	Past Library/Media Center
Grade 5	Past Music Room

- Elementary Specials (Art, Music, Computer, Band, and Library) will come to the students classroom for instruction. Lunch to be served in the gymnasium/commons daily to provide distancing.
- The 6th grade classroom will be in the secondary science classroom (Room 312) which will allow for social distancing during the hybrid model.
- At the secondary school (7th-12th grades), students will be following a block schedule (85 minute periods) to minimize transition times in the hallway. Each student will have 4 classes per day along with an advisory period. Students will attend school everyday but will attend

different classes every other day. The following is an outline of the Red/Blue Block schedule.

Secondary Period Times	Red Day (Odd Periods)	Blue Day (Even Periods)
8:05 - 9:30	1st Period	2nd Period
9:36 - 11:01	3rd Period	4th Period
11:01 - 12:07	Lunch / Advisory	Lunch/Advisory
12:09 - 1:34	5th Period	6th Period
1:40 - 3:05	7th Period	8th Period

Required for In-Person and Hybrid Learning

- Masking Policy
- PPE for direct support student services
- Build routines of hygiene education & practices
- Daily cleaning and frequent cleaning of high touch surfaces throughout the day
- Building level COVID-19 program coordinator, with optional student counterpart
- Limiting nonessential visitors/volunteers/external groups
- Discontinue large gatherings/activities that do not allow for social distancing
- Monitoring and excluding for illness

Required for Hybrid Learning

- Social distancing of 6 feet at all times in school buildings
- School facilities at 50% capacity
- Transportation at 50% capacity
- Sufficient staffing levels to meet the requirements of the model

from MDE Safe Learning Plan (p. 7)

❖ **Scenario 3: Distance Learning**

This scenario may be implemented if H-BC school district COVID-19 metrics worsen (see chart on page 1) enough to require the suspension of in-person/hybrid learning in any of our District Building(s). The requirements regarding in-person protections would not apply to the general school community, as students and staff would be utilizing distance learning and would not be gathering in groups on school grounds for a short time until in-person or hybrid learning can continue. Administration may need to allow certain meetings/instruction to occur on a case by case basis, if permitted by MDH or MDE.

In the Distance Learning Model:

- **Grades K-6 Schedule Distance Learning:**
 - Classroom Teachers will communicate the daily class schedule when moving to distance learning
 - A minimum of 2 hours of **daily** direct instruction - **live** synchronous teaching/learning between the hours of 8:15 am - 3:15 pm.

- Additionally, PE, Art, and Music - recorded lessons accessed via Schoology for Grades 3-6 and SeeSaw for grades K-2 - Families set the time for student(s) to complete PE, Art, and Music assignments due at the end of week.
- Mr. Olson will schedule band - Zoom individual lessons
- Digital Platform: Schoology (3-6); SeeSaw (Pre-K - 2)
- Zoom will be the meeting point for students and classroom teachers.
- Teachers will be teaching from their school building during the school day and be available to students/families via telephone or virtually (Zoom).
- Students would be learning digitally at home/daycare and would be required to participate in their daily classroom activities.
- Each student will be provided with a Chromebook, if needed.
- Attendance is required during distance learning and students will demonstrate this through participation in classroom activities, meeting with their teachers and turning in school work.
- Grades K-2 Class Material Process/Options:
 - Option 1:
 - Online home print assignments have student complete work and submit electronically via SeeSaw--NO packet pickup
 - Option 2:
 - A family may choose to have the school generate documents for pickup at school on Fridays with completed materials returned to school on Friday.
- **Grade 7-12 Distance Learning Schedule**
 - Teachers will be teaching synchronous lessons, lessons will be **taught in live time**, and be **meeting daily virtually** with their class during the school day. Students meet at the same time as their regularly scheduled class periods throughout the day, just as they would during the traditional and hybrid model.
 - Teachers/students will be responsible for 3-4 classes per day during the block schedule (i.e. On Red Day, teachers/students would have periods 1,3,5,7)
 - Advisory teachers would be meeting virtually with their students each week to check on academics and also connect with their advisory students.
 - Teachers will be using a common learning management system (Schoology Grade 7 - Grade 12) to instruct students.
 - Zoom will be the meeting point for students and classroom teachers.
 - Teachers will be teaching at their school building during the school day and be available to students/families via telephone or virtually (Zoom).
 - Students would be learning digitally at home/daycare and would be required to participate in their daily classroom activities.
 - Each student will be provided with a Chromebook, if needed.
 - Attendance is required during distance learning and students will demonstrate this through participation in classroom activities, meeting with their teachers and turning in school work.
- School Age Childcare will be provided for Essential Workers at the Elementary School Site.
- Meals will be provided for students

- During distance learning education, the school mental health social worker will be available to students via a virtual platform to provide on-going school-based mental health support, assessment, and referrals. Social emotional learning will continue to be provided to students through virtual platforms.

❖ **Scenario 4: Virtual Academy Options:**

This scenario may be implemented for those parents with great concern for their students to return to school in any in-person educational format. We have identified an educational partner (EDUCERE), to provide ready-made digital content for teaching and learning of our basic District core classes. Parents will be required to commit to this choice for the **entire semester** so that every student has the opportunity to receive and complete the individualized learning in this format. Families need to fill out the [Virtual Academy Agreement](#) and register by Monday, August 31st.

In the Virtual Academy Model:

- Parents and students are required to commit to this choice for the ENTIRE semester.
- Parents and students are required to fill out a Virtual Academy Agreement and register by August 31st.
- Students in Virtual Academy will remain in the roster for Hills-Beaver Creek.

SECTION 2: SAFETY MEASURES

1. **COVID-19 PROGRAM COORDINATOR:** The H-BC point of contact for the District will be Superintendent Todd Holthaus. Additionally, Andrew Kellenberger will be the point of contact at the secondary level. These administrators will communicate concerns, challenges and lessons learned related to COVID-19 preventive activities as needed with staff, students/families, school and district leadership, and local health officials.
2. **EMPLOYEE AND STUDENT SAFETY DAILY SYMPTOM SCREENING CHECKLIST**
To curb the spread of COVID-19 and minimize the potential risk of exposure, we are requiring staff and students to complete a daily health check before coming to school. We ask parents to assist students with this screening. See page 4 of this document.
3. **UNDERSTANDING ISOLATION AND QUARANTINE** It is important to know the difference and reasoning behind isolation and quarantine.

ISOLATION OR QUARANTINE

Isolation and quarantine help protect the public by preventing exposure to people who have or may have a **CONTAGIOUS DISEASE**.

ISOLATION separates sick people with a contagious disease from people who are not sick.

QUARANTINE separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

ISOLATION	QUARANTINE
Isolation is for people who are ALREADY SICK .	Quarantine is for people who are NOT SICK , but may have been exposed.
<ul style="list-style-type: none"> Isolation separates and restricts the movement of sick people so they can't spread disease. 	<ul style="list-style-type: none"> Quarantined people may or may not become sick.
<ul style="list-style-type: none"> Isolation in a home means separating yourself from others in the household. 	<ul style="list-style-type: none"> Quarantined people must stay at home or another location so they don't unknowingly spread disease.
<ul style="list-style-type: none"> A sick person isolating at home should seek medical treatment if unable to manage symptoms. 	<ul style="list-style-type: none"> If you are quarantined and you become ill, you can seek medical evaluation from a healthcare provider.
<ul style="list-style-type: none"> Isolation is usually voluntary, but in a public health emergency, officials have the authority to isolate people who are sick. 	<ul style="list-style-type: none"> 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.
<ul style="list-style-type: none"> Stop isolation only if you've had no fever for at least 72 hours; AND have improved symptoms; AND at least 10 days have passed since your symptoms first appeared. 	

4. **COVID-19 CASES CONFIRMED** While our hope is to avoid cases of COVID-19 while in the school building, it is possible that students, staff, or family members may test positive for COVID-19. In the case that a case is confirmed within the school we will begin our procedures for reporting and contact tracing. We will work with our Regional Support Team to identify whether the person who is ill was present on school grounds while infected and whether that resulted in any close contact exposures among students or staff. Close contact exposures are defined as someone that you were within 6 feet for more than 15 minutes while NOT wearing a mask. Close contact is typically limited to contact that individuals have indoors while NOT socially distanced and NOT wearing a mask. It is important to us that close contacts of students are traced and quickly identified. Simply being in the same class or grade level does not mean that a student or staff member has been in close contact. The CDC does not recommend universal testing of all students and staff

5. **GUIDANCE IF EXPOSED** While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the MDH.
- Please do the following:
 - Quarantine yourself in a specific room away from others in your home
 - Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - Your healthcare provider
 - Hills-Beaver Creek Office
 - Your supervisor
 - Your supervisor and/or Superintendent will work to appropriate next steps.
 - In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions
 - If you have been diagnosed with COVID19, you may return to work/school when all three (3) criteria are met:
 - At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 - You have improved in respiratory symptoms (cough, shortness of breath, etc); and
 - At least 10 days have passed since symptoms first occurred.
 - If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work/school until the three criteria listed above have been met.
6. **COVID-19 CASE FORM** If an employee or student becomes ill on campus/district, he/she will immediately report to the school's isolation room and the questionnaire form will be completed to determine areas and people exposed.

Once the employee or student arrives at the isolation room, the nurse/supervisor will immediately provide them with a mask and gloves. The nurse/supervisor will explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse/supervisor attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse/supervisor will direct the ill employee to leave work or call the parent of the student to be picked up from school.
- The nurse and campus/district supervisor must identify persons who may have come in contact with the suspected infected person. Unless required by the local health authority, the name of the person should not be provided.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

7. **SOCIAL DISTANCING** Social distancing is an effective way to prevent potential infection. Hills-Beaver Creek Public School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.
- Staggered arrival and drop-off times or locations may be put in place to limit contact between students.
 - Students will be placed in cohorts to limit interactions and potential exposure between students.
 - Taped lines and distance reminders will be used to remind students and staff of social distancing requirements.
 - Daily schedules will be modified to limit contact between students.
 - Virtual group events, gatherings, and meetings will be encouraged.
 - Field trips, student assemblies, and special performances will be limited. Virtual options will be encouraged.
8. **MASKS** Governor Walz issued Executive Order 20-81 which requires Minnesotans to wear a face covering in all public indoor spaces and indoor businesses. Face masks have been identified as a method to reduce the risk of exposure to COVID-19.
- District Mask Policy will be updated before the start of the school year.
9. **PERSONAL WORKSPACE/CLASSROOM** All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.
- At the secondary level, transition times will be extended to six minutes for time to clean desks and commonly touched surfaces.
 - At the elementary level, there will be scheduled handwashing breaks and cleaning breaks.
10. **SHARED/COMMUNAL SPACES** There will be limited access to certain shared spaces within the school to reduce exposure to risks and ensure safety. Space usage is as follows:
- Playgrounds – Students will be allowed on the playgrounds with students from the same grade level. Social distancing will be encouraged when possible and because playgrounds are outdoors, students will be allowed to play without masks.
 - Commons/Cafeteria – Students and staff are not to congregate in the commons area. Tables and chairs will be limited to provide social distancing during lunch times. The commons/cafeateria will not be used outside lunch times. At the secondary level, students will report directly to their block 1 class in the morning.
 - Media Center – The media center will be available on an as needed basis. All social distancing guidelines will be followed.
 - Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. When appropriate, staff meetings will use Zoom as a virtual option even for employees in the office or school.
 - Break Rooms or Teacher Lounge –These spaces will be open for staff use provided social distancing and recommended hygiene practices are followed.
 - Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

- Restrooms - Hand dryers will be turned off and paper towel dispensers will be installed. Signage will be included to limit numbers in the restrooms. Staggered restroom breaks will occur.
- Locker rooms - Locker rooms will be locked at the secondary site. Physical Education (P.E.) students should plan to wear comfortable clothing as the locker rooms will be unavailable.
- Hugo Goehle Gymnasium - The Hugo Goehle Gymnasium will be in use for PE classes at the secondary site. The Hugo Goehle Gymnasium locker rooms will be locked.

11. **CLASSROOM ARRANGEMENTS AND CLEANING** Student seating in classroom areas will be modified to maintain a healthy environment

- Space seating/desks at least 6 feet apart when feasible.
- Turn desks to face in the same direction or have students sit on only one side of tables, spaced apart.
- Physical barriers may be used in areas where it is difficult for individuals to remain at least 6 feet apart.
- At the secondary level, desks and commonly touched items will be cleaned between each class period.

12. **VISITOR RESTRICTIONS** The safety of our staff and students remains the district's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, Hills-Beaver Creek will not allow normal visitation to our campuses during hybrid model and distance-learning. Please call the office if you have any questions or would like to schedule an appointment.

13. **TRANSPORTATION** – The H-BC School District will maintain social distancing practices on buses to the maximum extent practicable and adopt best practices for cleaning and disinfecting all vehicles used for transporting students. All students are to wear face coverings while on buses.

- During hybrid learning, a typical school bus will only hold 35 students at 50% occupant capacity.

14. **FACILITIES CLEANING/DISINFECTING** The H-BC School District will adhere to increased regular facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. Our custodial staff will develop a schedule for increased routine cleaning and disinfecting, especially of frequently touched surfaces and objects, and they will sanitize bathrooms between classes as much as possible.

- Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces.
- H-BC has alcohol-based hand sanitizers throughout the workplace and in common areas.
- Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.
- District custodial staff will clean all workspaces at their designated cleaning time.
- Staff should use proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.
- The following are general guidelines for disinfecting:

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Office Areas	At the end of each use/day
Appliances	Refrigerators, Microwave, Coffee Machines	Daily
Electronic Equipment	Copier Machines, Keyboards, Telephones, Shared Monitors	At the end of each use/day
General Used Objects	Handles, Light Switches, Sinks, Restrooms	At least 4 times/day
Buses	Bus Seats, Handles/Railings, Belts, Window Controls	At the end of use/day
Common Areas	Cafeteria, Library, Conference Rooms, Gyms, Common Areas	At the end of use, between groups

15. **MEALS** – If cafeterias, classrooms, or other dining areas are in use, the H-BC School District will need to stagger eating times to allow for social distancing and disinfecting of the area between groups. In addition, we will discontinue family-style, self-service, and buffet-style dining and maintain social distancing.

16. **RECESS/PHYSICAL EDUCATION** – The H-BC School District will complete an inventory of outdoor spaces and mark off areas to ensure separation between students. Recess will be staggered by groups and staff and these areas must be disinfected regularly between uses. The H-BC School District will close locker rooms and encourage students to wear comfortable clothing and safe footwear to school so they can participate in physical education classes without the need to change in a locker room.

17. **EXTRACURRICULAR ACTIVITIES** – The H-BC School District will have extracurricular activities in the 2020-2021 school year, if at all possible. The Minnesota State High School League (MSHSL) has established a COVID-19 Medical Advisory Task Force, in conjunction with the Center for Disease Control (CDC), State, and Local guidelines, and is responsible for providing guidance to allow Minnesota high school student-athletes to return to athletics, when it is safe to do so. The athletic directors from across the State will be charged with reviewing State and local health guidelines regarding the 2020-2021 school year to determine, among other things, the extent to which changes may be needed for each interscholastic sports season. All extracurricular activities must comply with applicable social distancing requirements and hygiene protocols as needed.
 - MSHSL has moved the football and volleyball season to the spring.
 - More details to come in regards to practices.

SECTION 3: ACADEMICS

CONTINUITY OF LEARNING: Ensuring continuity of learning is critically important during this time of great stress for families, educators and students. There may be some students who likely made less than one full year of academic growth during the 2019-2020 school year. The H-BC School District will work closely with all parents to ensure decisions are made collaboratively and prioritize safely returning students in need of additional in-person instruction.

1. **Delivery of Special Education and Related Services to Students with Disabilities** – The H-BC School District must continue to meet our contractual obligations to students with disabilities. Specific strategies and considerations for students with disabilities must be critical points of discussion for every scenario.
2. **Technology and Connectivity** – One of our important goals must be to ensure that every H-BC student has access to a device and internet connectivity at home. Our district must prioritize the provision of technology, or, alternatively, in-person instruction, to students that are otherwise without access. We will address the technology needs of all students and provide accessibility to all students and families throughout the school year.
3. **Curriculum, Instruction, and Assessments** – In planning curriculum, instruction, and assessments for reopening school this fall, our District will focus on building staff capacity to deliver highly effective instruction as well as preparing them to address any learning gaps that might prevent students from meeting grade-level mastery. Our plans will be innovative, cultivate a clear sense of shared purpose and goals, encourage collaboration among all educators, and foster an effective partnership approach with students' family members and caregivers.
4. **Professional Learning** – It is imperative that our H-BC School District provides professional learning that will better equip leaders, staff, substitutes, students, and parents/caregivers to adapt to altered educational environments and experiences. Among the most critical focus areas are training and preparing for multiple delivery educational scenarios, overcoming the health concerns of staff, and supporting educators in meeting the social, emotional, health, and academic needs of all students.
5. **PSEO, Career, and Technical Education Opportunities** – CTE programs and the postsecondary learning opportunities must serve as key momentum points for individuals on a path to economic opportunity. Maintaining these opportunities is vital for students, families, communities, and for the State.
 - Classes will continue following the arrangements made by MN West.
 - All PSEO classes are in an online format.
 - Students taking a PSEO Course will continue to be a student of H-BC and will follow the schedule set forth by H-BC when in traditional school format, students will attend at H-BC School site.

SECTION 4: MENTAL HEALTH AND WELLNESS

1. **Support of Mental Health and Wellness:** Throughout all potential models of education during the 2020-2021 school year, the school mental health social worker will provide information to staff, parents, and students regarding the services provided by the school mental health social

worker, the referral process for accessing school mental health supports, and information regarding local mental health and other community resources.

Throughout any educational model change, the school mental health social worker will assess the mental health needs of students as they adjust (in consultation with staff, parents, student interviews, and other school-based supports) as well as using assessment tools such as the COVID-19 School Adjustment Risk Matrix (provided by the National Association of School Psychologists) for guidance.

During the traditional model of school, the school social worker will provide regular social emotional learning education district wide, meet individually with referred students, and be available for on-going assessment of mental health needs of the students within the district.

During hybrid education, the school social worker will be available both in-person and via virtual platforms to provide on-going school-based mental health support, assessment, and referrals. Regularly scheduled social emotional learning will continue to be provided to students through the use of virtual platforms.

During distance learning education, the school mental health social worker will be available to students via a virtual platform to provide on-going school-based mental health support, assessment, and referrals. Social emotional learning will continue to be provided to students through virtual platforms.

SECTION 5: FUTURE GUIDANCE

1. **Future Guidance and Flexibility:** This document offers broad guidance to support our ideas for our H-BC ISD #671's scenario-based planning. MDE will convene workgroups from across Minnesota's Pre-k and K-12 school systems to develop operational strategies based on the scenarios and core guidance to assist our school district. Supplemental guidance and tools will be released periodically on many topics as the need appears. MDH and MDE will update strategies and guidance for our District as we learn more from experiences in Minnesota, as the COVID-19 virus changes, and as directed by the CDC.