

# *Ada-Borup ISD 2854*

## **School Planning Guide**

2020-2021



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# Planning for fall

School and district administrators are directed to develop three contingency plans to prepare for the 2020-21 school year using the three scenarios described below:

## **Scenario 1: In-person learning for all students.**

In this planning scenario, schools should create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. Activities and extracurricular programming should continue to follow the [COVID-19 Prevention Guidance for Youth, Student, and Child Care Programs \(PDF\)](#)

([www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf)). This scenario may be implemented if state COVID-19 metrics continue to stabilize and/or improve. All requirements in this guidance apply to scenario 1.

## **Scenario 2: Hybrid model with strict social distancing and capacity limits.**

In this planning scenario, schools must limit the overall number of people in school facilities and on transportation vehicles to 50% maximum occupancy. Sufficient social distancing with at least 6 feet between people must occur at all times. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants must be reduced. Schools must also include plans for contactless pick-up and/or delivery of meals and school materials for days that students and staff are not in the school building, as well as implementation of a school-age care program for critical workers. This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level. Scenario 2 may also be implemented within a school if they experience clusters of cases within a classroom or the school.

## **Scenario 3: Distance learning only.**

This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. The requirements in this guidance 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. However, schools may be open to provide emergency child care or other functions.

# Covid 19 Program Coordinator

Elementary school - Aaron Cook, Superintendent and Bree Triplett, Principal

High School - Aaron Cook, Superintendent and Josh Carlson, Principal

## Scenario 1: In-Person Learning for All students

### **Social Distancing:**

Social Distancing, or physical distancing, means keeping space between yourself and other people outside of your home. In this scenario, Ada-Borup Schools will try to create as much distance as possible between individuals during the day while also recognizing that it is not always feasible to have six (6) feet of social distancing during primary instructional time in the classroom.

### Social Distancing Measures

- Floor Markings: Floor markings will be placed in reception areas, entry corridors, hallways, bathrooms, food service line and other high traffic areas. The high school hallways will be one-way hallways and will operate in a counterclockwise fashion.
- Backpacks will be encouraged in high school to limit the amount of students at locker areas.
- Monitoring: School Staff will monitor arrival and dismissal of students to curtail congregating.
- Visitors: non-essential visitors and volunteers will not be allowed in the building during the school day. Parents dropping off or picking students up must not enter the school building. Any Parents picking students up during the day will need to call the office to notify staff you have arrived and your child will be sent out to you.
- Self Service of Food: There will be no self service (salad bar) of food to students. Food and beverages will be served directly to students.
- Classroom Seating: All students will face the same direction while in class. No flexible seating areas will be used.
- Desks will be encouraged in all classrooms grades 1-12. In rooms where desks are unable to be used, students will be spaced apart from each other.
- Elementary students will be encouraged to use the outside doors to access the commons areas instead of through the gymnasium.
- Elementary students will have a scheduled bathroom and hallway time to limit the number of students in those areas.

- Elementary students will not have scheduled time in the library. Elementary students can request books from the librarian by author or theme, and the librarian will deliver the books to the classrooms. Upon return of checked out books, books will be quarantined.
- The elementary library will be converted into classrooms to allow for space to be maximized and help social distancing.
- Book shelves in the high school media center will be removed to create more space for students to spread out.

## **Cloth Face Coverings and face shields:**

All students, staff, and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected.

Types of allowable face coverings include:

- Paper or disposable mask
- Cloth face mask
- Scarf
- Bandanna
- Religious face covering

The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible.

A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering in the following situations:

- Among students in Kindergarten through grade 8, when wearing a face covering is problematic.
- By teachers (all grades), when wearing a face covering may impede the educational process.
- For staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- For staff providing direct support student services, when a face covering impedes the service being provided.

For optimal protection, the face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.

Staff, students, and other people present in the school building or in district offices may temporarily remove their face covering or face shield in the following situations:

- Face coverings may be temporarily removed when engaging in indoor physical activity (e.g., during recess, after school sports, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. People participating in these activities should maintain 6 feet of distance while doing so to the extent feasible.
- Pre-kindergarten students, age 5 years and younger, participating in programming in a school building or district office. Pre-kindergarten programs are subject to the Executive Order requirements and related guidance applicable in child care settings; see Masking Requirements for Child Care ([www.health.state.mn.us/diseases/coronavirus/schools/masks.html](http://www.health.state.mn.us/diseases/coronavirus/schools/masks.html)). Pre-kindergarten children who are at least 2 years old may wear face coverings if they can do so in compliance with CDC guidance on How to Wear Cloth Face Covering ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html)) (e.g., without frequently touching or removing the covering).
- Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others.
- During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument. Performers should maintain 12 feet or greater of physical distance from others while participating in the activity to the extent possible, and should replace their face covering as soon as the activity is completed.
- People who are entering the school building during the day may be required by school staff to briefly remove their face covering for the purposes of checking identification.
- Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction.
- Staff working in communal spaces (e.g., at desks or in cubicles) that have barriers such as plexiglass or cubicle walls between employees that are above face level.
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

Ada-Borup Schools will have washable face coverings available for all staff members and students. The face coverings for staff will be a clear mask and the expectation will be clear masks are used while providing instruction. A face shield will also be available for all staff members.

If a student forgets their face covering a disposable face mask will be provided. Masks will be available on school vehicles and in classrooms.

Cloth face coverings are meant to protect other people in case the wearer does not know they are infected. Using a face shield (clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face) offers protection for the wearer and allows visibility of facial expressions and lip movements for speech perception.

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

If you feel your child should not wear a face covering, Ada-Borup Schools will be requiring a note from a medical professional stating why your child should not wear a face covering.

The following links provide information on the proper use, wearing, removal and clearing of cloth face coverings and face shields:

- [How to Safely Wear and Take Off a Cloth Face Covering](#)
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)
- [Best Practices for Masks: Considerations for People with Disabilities and Special Health Needs](#)
- [Moving Personal Protective Equipment into the Community: Face Shields and Containment of COVID-19](#)
- [COVID-19 Personal Protective Equipment: Doffing Step by Step](#)
- [Efficacy of Face Shields Against Cough Aerosol Droplets from a Cough Simulator](#)
- [Executive order 20-81](#)
- [Masks & Face Coverings](#)
- [Requirements under executive order 20-81](#)
- [Frequently asked questions](#)

## **Protecting Vulnerable Populations**

The CDC considers the following individuals to be at high risk for severe illness due to COVID-19:

Are 65 years and older

Have underlying medical conditions, particularly if not well-controlled, including:

- Chronic lung disease or moderate to severe asthma
- Serious heart conditions

- Compromised immune system
- Severe obesity (body mass index of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease
- Hemoglobin disorder

Students/Families that identify as high risk:

These students and or families will need to contact their school COVID-19 program coordinators. A plan will be put in place between the program coordinators and families that address any requests for alternative learning arrangements or work reassignments.

Students who may be medically vulnerable will be offered a distance learning option. This distance learning option will not be the same as if all students are in distance learning. This distance learning will consist of:

High School:

- Live attendance in class via Google Meets
  - Teachers will have devices set up in rooms to broadcast lessons.
  - All materials will be posted on each teachers' Google Classroom.
  - Assessments may be subject to variations to ensure academic integrity.
  - Certain courses may not be available to students using distance learning due to the nature of the courses.

Elementary School

- Daily attendance at some point between 7:00am and 10:00pm via Google Form.
- Daily interaction and work on Google Classroom.
- Logging on to live or watched recorded teacher-led instruction daily.
  - Classroom schedules will be sent home with when teachers will be giving teacher-led instruction.
  - Teachers will be available during scheduled times for student questions.
  - Opportunities for student interaction with peers daily.
  - Google Meets will be used for interaction.
  - Teachers will have a camera and microphone set up during scheduled instruction time.
  - Students are able to view instruction after school hours instead of live if needed. Videos/recording must be viewed daily.
  - Assessments may be subject to variations to ensure academic integrity.
- Paper packets with work must be picked up and dropped off at the school weekly.

Any student who "opts in" to distance learning instruction will be required to do so for the entire quarter. At the beginning of the school year students will have a two week window to return to in person class. If the circumstances of the pandemic change drastically during the quarter, it will

be the Principal's discretion to allow students to return to in-person instruction before the beginning of the next quarter.

Students who are forced into distance learning due to a positive test or exposure to COVID-19 will be allowed to return to in person class after meeting requirements set forth by the [MN dept of Health decision tree](#)

Families that choose to have their students distant learn while in-person and/or hybrid learning scenarios are in practice, will be provided with a school district device. Parents will be required to sign the technology agreement for their specific building.

Families choosing the distance learning option will be contacted on the process to fill out the required paperwork and how to pick up the school issued device.

## Staff Guidelines

Guidelines for staff that will be unable to complete in-person job duties:

1. **Do you fall under an area that is considered high risk or are you caring for someone who is considered high risk?**
2. **If No to Question 1 –**
  - Options for leave
    - Personal leave
    - Employee will be required to report to work, if employee does not report they will be considered as they chose to no longer continue employment
3. **If Yes to Question 1 –**
  - Option 1 –
    - Work with district to provide reasonable accommodations for you to complete in-person duties
  - Option 2 –
    - District will determine if it is feasible for you to work from home
  - Option 3 –
    - If It is not feasible to work from home the following leaves can be taken
      - 1. Families First Coronavirus Response Act Leave (If qualifying)
      - 2. Expanded FMLA (If qualifying)
      - 3. FMLA (If Qualifying)
      - 4. Personal Leave
      - 5. Unpaid Leave

## Hygiene Practices

The Ada-Borup School will ensure the availability of appropriate supplies to support healthy hygiene behaviors and strategically place supplies in areas where they may be frequently used.

Touchless hand sanitizer dispensers will be placed at the main entrances to the school building and in the commons during lunch times.

These supplies will be frequently checked throughout the day.

The Ada-Borup school will build routines of hand hygiene into the daily school schedule -

- Teach and reinforce handwashing with soap for at least 20 second and/or the use of hand sanitizer that contains 60% alcohol by staff and older students
- Hand Sanitizer usage from students will be supervised
- Students and Staff with sensitivity or skin reactions to hand sanitizer will be given additional opportunities to wash their hands
- Hand washing or use of hand sanitizer will be required:
  - When students first arrive at the building
  - After lunch and breakfast
  - Before and After any preparation of food
  - After coughing and sneezing
  - After blowing one's nose
  - After using shared spaces for elementary students

## Cleaning and Materials Handling

Students will keep personal items in individual cubbies, containers, desks or lockers. Each student will be assigned a technological device to use and will use that specific technological device only.

All classes will be encouraged to not share equipment between student groups. All equipment used by students will be cleaned and sanitized after student use.

Examples -

- Physical education classes should use different equipment for each class
- FCS students should not use the same equipment between classes
- Other CTE classes should not mix equipment use between classes

If equipment is able to be sanitized immediately after use, another class could use the same equipment.

## Cleaning Schedule:

- All classrooms will be cleaned and sanitized daily after school hours.
- Locker rooms will be cleaned and sanitized daily.
- Restrooms will be fully sanitized daily, and high touch areas will be sanitized multiple times daily.
- Doors to restrooms and locker rooms will be propped open during the day
- Entry doors to the building will be disinfected immediately in the morning and again after staff/student arrival.
- Gymnasium and weight room doors will be disinfected each: morning, mid-morning, and mid-afternoon.
- Office doors will be disinfected in the morning and will remain open throughout the day.
- Lunch tables will be disinfected after use by each student.
- Each classroom will have disinfectant available to use throughout the day.
- High School staff will disinfect desks/tables between student use.

## Monitoring and Excluding for illness

Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students should be encouraged to self-monitor symptoms throughout the day. Staff or students who develop symptoms during the school day must notify school health services or another identified point of contact in the school building immediately.

The CDC does not currently recommend universal testing to inform admitting students or staff into school. Viral testing only determines infection at the point in time the test occurs, and may miss cases in the early stages of infection. It is not known whether previous infection and recovery from COVID-19 illness protects people from reinfection.

Ada-Borup Schools will not be conducting any COVID-19 testing. Staff will be provided with an at home test kit, from the Minnesota Department of Education, to use if they feel necessary.

Students and staff will be required to stay home if:

- They have tested positive or are showing COVID-19 symptoms until they meet the criteria for return in the [MDH Decision Tree](#)
- They recently had close contact with a person with COVID-19, until they meet criteria for return
  - Close contact definition: within 6 feet for more than 15 minutes

Symptom screening, using a reliance on social distances according to CDC guidelines, will be conducted on all individuals who enter the building. This includes staff students, family members, and any other visitors physically entering the building.

The Ada-Borup School will conduct a visual check of all students and employees who enter the facility. The same checks will be conducted on students before they are allowed to enter a school bus.

There will be thermal temperature cameras placed at each of the four (4) main entrances into the school building. As staff and students walk by, the camera will record the temperature of the individual, up to 30 people at a time. Anyone with a high temperature reading will have a picture and temperature sent to school officials. School officials will then conduct additional testing on the individual.

A portable thermal temperature scanner will also be placed in the lunch line and will record students' temperatures individually as they come through the line.

### [CDC screening guidance](#)

Any Staff member who does not pass the screening will be required to immediately leave the building. Any students who do not pass the screening will be placed in the designated COVID-19 sick waiting area in the main office.

Teachers who are required to quarantine due to exposure or a positive test, will have the opportunity to virtually teach from home, for a maximum of two (2) weeks, without having to use any type of leave. Teachers will not be required to teach from home if under quarantine, but will have the option to do so.

## **Handling suspected of confirmed positive cases of COVID-19**

The school nurse and school health aide will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases.

Staff and families should notify the COVID-19 program coordinator in their building to self report if they or their student have symptoms, a positive test or close exposure to someone with COVID-19 within the last 14 days.

Any student who is experiencing symptoms of COVID-19 will be removed from their classroom, and taken by the health aide or other health professional to the COVID room located in the high school office area.. Students will be required to remain in the office with a face covering on and parents will be required to pick their child up immediately.

Any confirmed COVID-19 case, either student or staff, will be reported to local county officials, MDH, and the regional support team.

Families and staff will be notified if a person with COVID-19 was on school premises while infected. This will be done in conjunction with local health officials and confidentiality in accordance with FERPA and all other state and federal laws will be maintained.

The Ada-Borup school will work with local public health officials and the Minnesota Department of health to determine who should quarantine after a positive test.

## **Water and ventilation systems**

Ada-Borup schools will encourage having windows open throughout the day to increase circulation of outdoor air into the building.

Classroom doors will be encouraged to remain open throughout the school day.

Students are encouraged to bring their own water bottles to use throughout the day. For students who do not have water bottles, disposable cups will be available at water fountains.

The Ada-Borup school district has a ventilation system that circulates outside air into the building throughout the day.

## **Transportation**

The Ada-Borup School district will systematically review transportation capacity with the goal of creating as much space between riders, while recognizing it is not always possible to have six (6) feet of social distancing.

There must be six (6) feet of distance between the driver and anyone else riding the bus.

Everyone on the school vehicle must follow the face covering guidelines

School vehicles will be cleaned and disinfected after each route, focusing on frequent cleaning of touched surfaces in the vehicle. A Hydrogen-peroxide and water mixture will be used for disinfection.

The same screening protocol will be conducted on school vehicles as is done on other students and staff who enter the school building. Individuals must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19.

Families will be required to sit together on the school vehicles and vehicles will be loaded from back to front. There may be situations where students need to sit closer to the driver rather than the back of the bus. Those students will remain in their seats away from the aisle.

Families will be allowed to have students picked up at one (1) site and dropped off at only one (1) site. The pick up and drop off site does not need to be the same. If there is a need to change pick or or drop off site, parents/guardians will be required to transport.

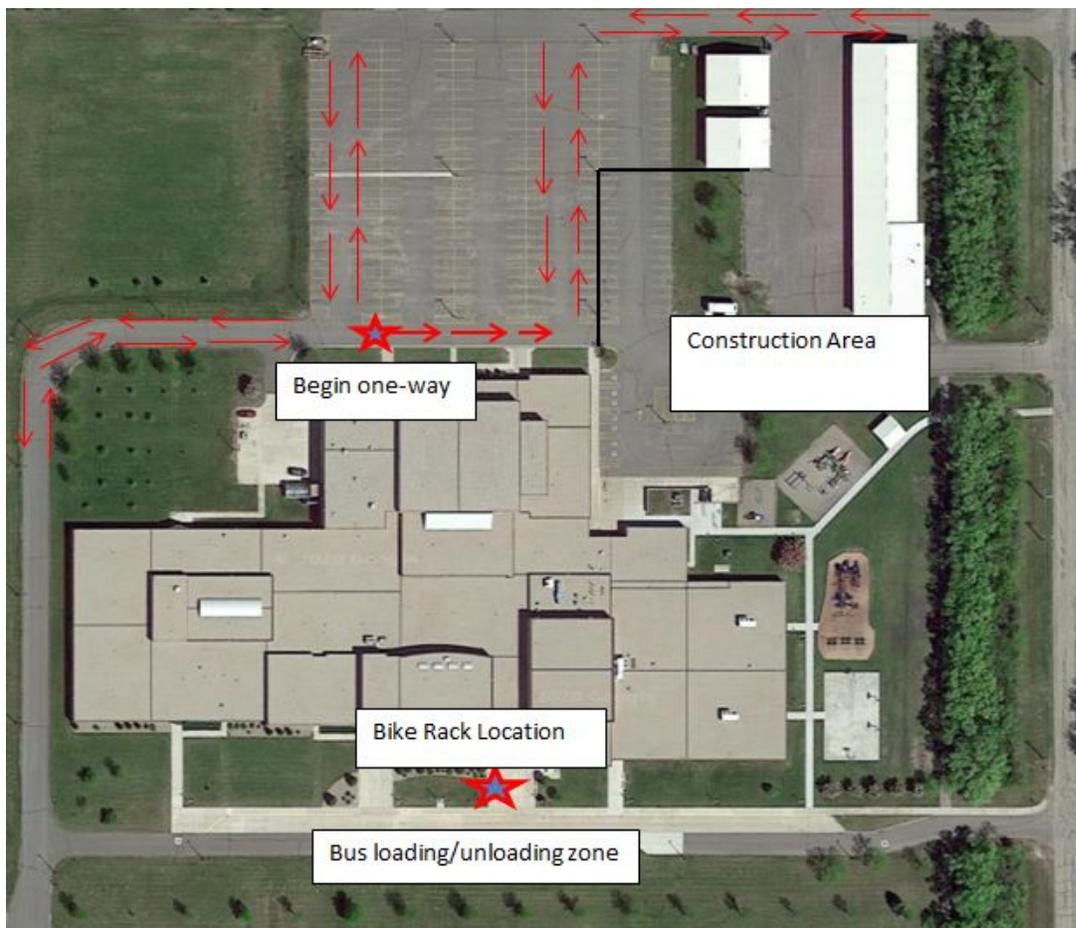
Families are encouraged to drop off and pick up their children from school

- The earliest allowed drop off time is 7:30am. Students dropped off at this time will remain social distanced and supervised in the commons area until the first bus arrives. At that time they will be required to go to their classroom unless they are eating breakfast.
- The road immediately north of the school will become a one-way road starting at door 14. Parents can drop students off at door 13 & 14. The one way drive will consist of two lanes. The right lane will be to drop off/pick up students and the left will remain free flowing. See chart below for traffic flow

In town students are encouraged to walk or ride bike to school

- Bike racks will be located on the south side of the school by the bus unloading zone.

There will be no sports shuttle bus at this time



## **Food Service**

As long as social distancing can take place we will continue to use the commons area for breakfast and lunch.

Students will need to maintain six (6) feet of space while standing in line.

Students will have designated seating areas for breakfast based on the student's grade

Students will line up for lunch in the south hallway. This will keep students from walking by other students to wait in the lunch line.

There will be no salad bar. Individual disposable pre-made containers will be available instead.

Either a paraprofessional or a custodian will hand students their milk.

While sitting at tables, there will need to be one open space between each student, and nobody sitting directly across from each other.

Students will use ID cards to scan into the lunch software. There will be no touching of the key pad.

Students will dump trays and leave them on a cart in the front of the lunch room. This will prevent students from walking by each other dumping trays and waiting in line.

Juniors and Seniors will have the option to leave the school for lunch. Any student choosing this option will need a parent/guardian to sign the waiver/expectations form prior to use of this option. The open lunch option is subject to change.

Parents will not be allowed to have lunch/breakfast with their children in the school.

There will be no access to the kitchen by anyone other than food service staff.

Students who choose the distance learning option, or are in the distance learning portion of hybrid learning, will have access to a grab and go lunch from the school. Any requests will need to be made by 3:00pm the day prior.

In the event a large number of food service staff members need to quarantine, the Ada-Borup school will work with local school districts, and other places within the community with a commercial kitchen, to provide a sack lunch to students during the quarantine period.

## **Mental Health and Wellness**

The COVID-19 pandemic is causing a tremendous amount of stress, fear, and anxiety for many people. It's important that Minnesotans have access to the mental health care resources they need to stay well during this challenging time. Schools can play an important role in helping students and staff cope, access needed resources, and build resilience.

The Ada-Borup Schools will provide staff, families and students with information on how to access resources for mental health and wellness.

## **Other**

All classes will use google classroom. This will allow students who need to use distance learning the same access to assignments as students who are in the regular classroom setting. This also allows a smoother transition if we need to shift to a different scenario throughout the school year.

## **Elementary Scenario 1: In-person learning for all students.**

### Floor Markings:

- There will be arrows on the floors of the hallways to keep students distanced from other passing students.
- Markings outside of the bathrooms will be used to keep students six (6) feet apart while waiting to use the facilities.
- Markings will be present outside of the Elementary Office to keep students six (6) feet apart.
- Classroom "sit spots" will be used to identify students lining up and learning areas

### Monitoring:

- School Staff will monitor arrival and dismissal of students to curtail congregating.

#### **Morning Drop Off**

- Students will be released from the busses in a manner that will allow students to enter the building one at a time.
- Students in grades 1-5 will use hand sanitizer upon entry to the school.
- Students will go directly to their lockers from arrival.

#### **Lunch/Recess**

- Classroom schedules will be adjusted to only allow one class in lunch line at a time
- Recess will be spread out throughout the Ada-Borup School District to ensure that only one grade is occupying space at a time.
- Additional recess materials will be provided to each grade to limit the spread of germs.
- Students will access the lunch room by going outside door #4 and entering at door #1.

### Elementary Traffic Flow:

- Class schedules will be created to eliminate multiple class traffic in the hallways at one time.
- Bathroom breaks will be scheduled to eliminate multiple classes using the bathroom at a time.
- Traffic will not be allowed to cross through the elementary library.
- Music Teachers will go into the individual classroom instead of students going down to music classrooms.
- To access the commons, high school gym, music rooms, and other spaces in the high school, students will travel outside on the south side of the building and enter and leave using doors #1.

### Classrooms:

- Classroom tables will be removed and replaced with individual student desks.
- Classroom furniture will be removed to allow separation of desks.
- Small group and partner work will be done in limited occurrences.
- Teachers are encouraged to do classroom activities outside and to maintain social distancing while doing so

### Other:

- Volunteers will not be used in this scenario.
- Guests will not be allowed to join students for lunch.
- In-person assemblies will not be allowed.
- Classroom parties where social distancing is not possible will not be allowed.
- Cougar Pack will not begin at the beginning of the school year

## High School Scenario 1: In-person learning for all students.

### Floor Markings:

- There will be arrows on the floors of the hallways to keep students distanced from other passing students.
- High School students will follow a counterclockwise (One Way) direction where lockers are present (excluding the math wing). Arrow floor markings will be present.
- Markings near bathrooms and water fountains will be used to keep students six (6) feet apart while waiting to use the facilities.
- Markings will be used to keep students six (6) feet apart while waiting to get food during lunch periods.

### Monitoring:

- School Staff will monitor arrival and dismissal of students to curtail congregating.

#### **Morning Drop Off**

- Students will be released from the busses in a manner that will allow students to enter the building one at a time.
- Students 6-12 are expected to wash their hands (following MDH guidelines) or utilize hand sanitizer upon entering the school from any entrance.
- Students are expected to gather their belongings from lockers and progress to their first (1st) period class without congregating.

#### **Lunch**

- Lunch release schedules will be staggered to reduce lunch lines.
- Students will attempt to maximize their distance from each other using the school lunch tables.
- Guests will not be allowed to join students for lunch.

### High School Traffic Flow:

- High School students will follow a counterclockwise (One Way) direction where lockers are present (excluding the math wing).
- Carpeted hallways(Spanish,Social Studies, Health, Computers,English), the math wing, and the gym/shop halls will be two way foot traffic.

Students will be expected to stay to the right side of the hallway when possible.

- Traffic will not be allowed to move through the media center.
- Staff will release students in a matter that will allow for smooth traffic flow out of classrooms and into the hallways

### Classrooms:

- Desks/table spacing will be maximized to provide additional spacing between students
- Students will sit in assigned seats in each class based on last names to minimize potential contact with other students throughout the day
- Students will be allowed to bring backpacks into the classroom to minimize time spent in the locker bay.
- Water bottles will be encouraged for student use.
- Classroom doors will remain open, provided classroom activities are able to maintain an appropriate noise level.
- Student collaboration will be done in limited occurrences or through the use of technology.
- Hand sanitizer will be available for student use when needed.
- Teachers are encouraged to do classroom activities outside and to maintain social distancing while doing so

## Special Education

Students receiving individualized services through special education have important considerations in planning for in-person, hybrid, or distance learning. Ada-Borup Public Schools has the goal of maximizing the effectiveness of specialized instruction while at the same time minimizing COVID-19 infection risk with safety measures. Special education supports and services are designed to meet the individual needs of each student.

A COVID-19 Contingency Learning Plan will be developed for each student receiving special education services during the 2020-2021 school year. This plan will describe how services would be delivered to each student under the three possible scenarios mandated by the Minnesota Department of Education and the Governor of Minnesota (in-person, hybrid, and distance learning). Special Education Case Managers will work with parents/guardians and members of the IEP team to develop each student's plan.

Ada-Borup schools will follow MDE guidance for delivering direct services to students. The guidance can be found here:

<https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

# Scenario 2: Hybrid Model with strict social distancing and Capacity Limits

## **Social Distancing:**

Social Distancing, or physical distancing, means keeping space between yourself and other people outside of your home. In this scenario, social distancing with at least six (6) feet of space must be maintained.

## Occupancy:

The number of people allowed in schools and school vehicles will be limited to 50% of occupancy.

## Social Distancing Measures

- Floor Markings: Floor markings will be placed in reception areas, entry corridors, hallways, bathrooms, food service line and other high traffic areas. The high school hallways will be one-way hallways and will operate in a counterclockwise fashion.
- Backpacks will be encouraged in the high school to limit the amount of students at locker areas.
- Monitoring: School Staff will monitor arrival and dismissal of students to curtail congregating.
- Visitors: non-essential visitors and volunteers will not be allowed in the building during the school day. Parents dropping off students must not enter the school building.
- Self Service of Food: There will be no self service (salad bar) of food to students. Food and beverages will be served directly to students.
- Classroom Seating: All students will face the same direction while in class. No flexible seating areas will be used.
- Desks will be used in all classrooms grades 1-12
- Elementary students will be encouraged to use the outside doors to access the commons areas instead of through the gymnasium.
- 
- Elementary students will have a scheduled bathroom and hallway time to limit the number of students in those areas.

- Elementary students will not have scheduled time in the library. Elementary students can request books from the librarian by author or theme, and the librarian will deliver the books to the classrooms. Upon return of checked out books, books will be quarantined.
- The elementary library will be converted into classrooms to allow for space to be maximized and help social distancing.
- Book shelves in the high school media center will be removed to create more space for students to spread out.

## **Cloth Face Coverings and face shields:**

All students, staff, and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected.

Types of allowable face coverings include:

- Paper or disposable mask
- Cloth face mask
- Scarf
- Bandanna
- Religious face covering

The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible.

A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering in the following situations:

- Among students in Kindergarten through grade 8, when wearing a face covering is problematic.
- By teachers (all grades), when wearing a face covering may impede the educational process.
- For staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- For staff providing direct support student services, when a face covering impedes the service being provided.

For optimal protection, the face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.

Staff, students, and other people present in the school building or in district offices may temporarily remove their face covering or face shield in the following situations:

- Face coverings may be temporarily removed when engaging in indoor physical activity (e.g., during recess, after school sports, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. People participating in these activities should maintain 6 feet of distance while doing so to the extent feasible.
- Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office. Pre-kindergarten programs are subject to the Executive Order requirements and related guidance applicable in child care settings; see Masking Requirements for Child Care ([www.health.state.mn.us/diseases/coronavirus/schools/masks.html](http://www.health.state.mn.us/diseases/coronavirus/schools/masks.html)). Pre-kindergarten children who are at least 2 years old may wear face coverings if they can do so in compliance with CDC guidance on How to Wear Cloth Face Covering ([www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html)) (e.g., without frequently touching or removing the covering).
- Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others.
- During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument. Performers should maintain 12 feet or greater of physical distance from others while participating in the activity to the extent possible, and should replace their face covering as soon as the activity is completed.
- People who are entering the school building during the day may be required by school staff to briefly remove their face covering for the purposes of checking identification.
- Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction.
- Staff working in communal spaces (e.g., at desks or in cubicles) that have barriers such as plexiglass or cubicle walls between employees that are above face level.
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

Ada-Borup Schools will have washable face coverings available for all staff members and students. The face coverings for staff will be a clear mask and the expectation will be clear

masks are used while providing instruction. Any staff member can also request a face shield and the district will provide it for them.

If a student forgets their face covering a disposable face mask will be provided. Masks will be available on school vehicles and in classrooms.

Cloth face coverings are meant to protect other people in case the wearer does not know they are infected. Using a face shield (clear plastic shield that covers the forehead, extends below the chin, and wraps around the sides of the face) offers protection for the wearer and allows visibility of facial expressions and lip movements for speech perception.

Cloth face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

If you feel your child should not wear a face covering, Ada-Borup Schools will be requiring a note from a medical professional stating why your child should not wear a face covering.

The following links provide information on the proper use, wearing, removal and clearing of cloth face coverings and face shields:

- [How to Safely Wear and Take Off a Cloth Face Covering](#)
- [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](#)
- [Best Practices for Masks: Considerations for People with Disabilities and Special Health Needs](#)
- [Moving Personal Protective Equipment into the Community: Face Shields and Containment of COVID-19](#)
- [COVID-19 Personal Protective Equipment: Doffing Step by Step](#)
- [Efficacy of Face Shields Against Cough Aerosol Droplets from a Cough Simulator](#)
- [Executive order 20-81](#)
- [Masks & Face Coverings](#)
- [Requirements under executive order 20-81](#)
- [Frequently asked questions](#)

## Protecting Vulnerable Populations

The CDC considers the following individuals to be at high risk for severe illness due to COVID-19:

Are 65 years and older

Have underlying medical conditions, particularly if not well-controlled, including:

- Chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Compromised immune system
- Severe obesity (body mass index of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease
- Hemoglobin disorder

Students/Families that identify as high risk:

These students and or families will need to contact their school COVID-19 program coordinators. A plan will be put in place between the program coordinators and families that address any requests for alternative learning arrangements or work reassignments.

Students who may be medically vulnerable will be offered a distance learning option. This distance learning option may not be the same as if all students are in distance learning. This distance learning will consist of:

High School:

- Live attendance in class via Google Meets
  - Teachers will have devices set up in rooms to broadcast lessons.
  - All materials will be posted on each teachers' Google Classroom.
  - Assessments may be subject to variations to ensure academic integrity.
  - Certain courses may not be available to students using distance learning due to the nature of the courses.

Elementary School

- Daily attendance at some point between 7:00am and 10:00pm via Google Form.
- Daily interaction and work on Google Classroom.
- Logging on to live or watched recorded teacher-led instruction daily.
  - Classroom schedules will be sent home with when teachers will be giving teacher-led instruction.
  - Teachers will be available during scheduled times for student questions.
  - Opportunities for student interaction with peers daily.

- Google Meets will be used for interaction.
- Teachers will have a camera and microphone set up during scheduled instruction time.
- Students are able to view instruction after school hours instead of live if needed. Videos/recording must be viewed daily.
- Assessments may be subject to variations to ensure academic integrity.
- Paper packets with work must be picked up and dropped off at the school weekly.

Any student who “opts in” to distance learning instruction will be required to do so for the entire quarter. At the beginning of the school year students will have a two week window to return to in person class. If the circumstances of the pandemic change drastically during the quarter, it will be the Principal’s discretion to allow students to return to in-person instruction before the beginning of the next quarter.

Students who are forced into distance learning due to a positive test or exposure to COVID-19 will be allowed to return to in person class after meeting requirements set forth by the [MN dept of Health decision tree](#)

Families that choose to have their students distant learn while in-person and/or hybrid learning scenarios are in practice, will be provided with a school district device. Parents will be required to sign the technology agreement for their specific building.

Families choosing the distance learning option will be contacted on the process to fill out the required paperwork and how to pick up the school issued device.

## Staff Guidelines

Guidelines for staff that will be unable to complete in-person job duties:

1. **Do you fall under an area that is considered high risk or are you caring for someone who is considered high risk?**
2. **If No to Question 1 –**
  - Options for leave
    - Personal leave
    - Employee will be required to report to work, if employee does not report they will be considered as they chose to no longer continue employment
3. **If Yes to Question 1 –**
  - Option 1 –

- Work with district to provide reasonable accommodations for you to complete in-person duties
- Option 2 –
  - District will determine if it is feasible for you to work from home
- Option 3 –
  - If It is not feasible to work from home the following leaves can be taken
    - 1. Families First Coronavirus Response Act Leave (If qualifying)
    - 2. Expanded FMLA (If qualifying)
    - 3. FMLA (If Qualifying)
    - 4. Personal Leave
    - 5. Unpaid Leave

## Hygiene Practices

The Ada-Borup School will ensure the availability of appropriate supplies to support healthy hygiene behaviors and strategically place supplies in areas where they may be frequently used.

Touchless hand sanitizer dispensers will be placed at the main entrances to the school building and in the commons during lunch times

These supplies will be frequently checked throughout the day

The Ada-Borup school will build routines of hand hygiene into the daily school schedule -

- Teach and reinforce handwashing with soap for at least 20 second and/or the use of hand sanitizer that contains 60% alcohol by staff and older students
- Hand Sanitizer usage from students will be supervised
- Students and Staff with sensitivity or skin reactions to hand sanitizer will be given additional opportunities to wash their hands
- Hand washing or use of hand sanitizer will be required:
  - When students first arrive at the building
  - After lunch and breakfast
  - Before and After any preparation of food
  - After coughing and sneezing
  - After blowing one's nose
  - After using shared spaces for elementary students

## Cleaning and Materials Handling

Students will keep personal items in individual cubbies, containers, desks or lockers. Each student will be assigned a technological device to use and will use that specific technological device only.

All classes will be encouraged to not share equipment between student groups. All equipment used by students will be cleaned and sanitized after student use.

Examples -

- Physical education classes should use different equipment for each class
- FCS students should not use the same equipment between classes
- Other CTE classes should not mix equipment use between classes

If equipment is able to be sanitized immediately after use, another class could use the same equipment

### Cleaning Schedule:

- All classrooms will be cleaned and sanitized daily after school hours.
- Locker rooms will be cleaned and sanitized daily.
- Restrooms will be fully sanitized daily, and high touch areas will be sanitized multiple times daily.
- Doors to restrooms and locker rooms will be propped open during the day
- Entry doors to the building will be disinfected immediately in the morning and again after staff/student arrival.
- Gymnasium and weight room doors will be disinfected each: morning, mid-morning, and mid-afternoon.
- Office doors will be disinfected in the morning and will remain open throughout the day.
- Lunch tables will be disinfected after use by each student.
- Each classroom will have disinfectant available to use throughout the day.
- High School staff will disinfect desks/tables between student use.

### Monitoring and Excluding for illness

Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students should be encouraged to self-monitor symptoms throughout the day. Staff or students who develop symptoms during the school day must notify school health services or another identified point of contact in the school building immediately.

The CDC does not currently recommend universal testing to inform admitting students or staff into school. Viral testing only determines infection at the point in time the test occurs, and may miss cases in the early stages of infection. It is not known whether previous infection and recovery from COVID-19 illness protects people from reinfection.

Ada-Borup Schools will not be conducting any COVID-19 testing. Staff will be provided with an at home test kit, from the Minnesota Department of Education, to use if they feel necessary

Students and staff will be required to stay home if:

- They have tested positive or are showing COVID-19 symptoms until they meet the criteria for return in the [MDH Decision Tree](#)
- They recently had close contact with a person with COVID-19, until they meet criteria for return
  - Close contact definition: within 6 feet for more than 15 minutes

Symptom screening, using a reliance on social distances according to CDC guidelines, will be conducted on all individuals who enter the building. This includes staff students, family members, and any other visitors physically entering the building -

The Ada-Borup School will conduct a visual check of all students and employees who enter the facility. The same checks will be conducted on students before they are allowed to enter a school bus.

There will be thermal temperature cameras placed at each of the four (4) main entrances into the school building. As staff and students walk by, the camera will record the temperature of the individual, up to 30 people at a time. Anyone with a high temperature reading will have a picture and temperature sent to school officials. School officials will then conduct additional testing on the individual.

A portable thermal temperature scanner will also be placed in the lunch line and will record student temperatures individually as they come through the line.

#### [CDC screening guidance](#)

Any Staff member who does not pass the screening will be required to immediately leave the building. Any students who do not pass the screening will be placed in the designated sick waiting area in the main office.

Teachers who are required to quarantine due to exposure or a positive test, will have the opportunity to virtually teach from home, for a maximum of two (2) weeks, without having to use any type of leave. Teachers will not be required to teach from home if under quarantine, but will have the option to do so.

## **Handling suspected of confirmed positive cases of COVID-19**

The school nurse and school health aide will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases.

Staff and families should notify the COVID-19 program coordinator in their building to self report if they or their student have symptoms, a positive test or close exposure to someone with COVID-19 within the last 14 days.

Any student who is experiencing symptoms of COVID-19 will be removed from their classroom, and taken by the health aide or other health professional to the COVID room located in the high school office area.. Students will be required to remain in the office with a face covering on and parents will be required to pick their child up immediately.

Any confirmed COVID-19 case, either student or staff, will be reported to local county officials, MDH, and the regional support team.

Families and staff. will be notified if a person with COVID-19 was on school premises while infected. This will be done in conjunction with local health officials and confidentiality in accordance with FERPA and all other state and federal laws will be maintained.

The Ada-Borup school will work with local public health officials and the Minnesota Department of health to determine who should quarantine after a positive test.

## **Water and ventilation systems**

Ada-Borup schools will encourage having windows open throughout the day to increase circulation of outdoor air into the building.

Ada-Borup schools will have bathroom doors propped open. Classroom doors will be encouraged to remain open as well throughout the school day.

Students are encouraged to bring their own water bottles to use throughout the day. For students who do not have water bottles, disposable cups will be available at water fountains.

The Ada-Borup school district has a ventilation system that circulates outside air into the building throughout the day.

## **Transportation**

The Ada-Borup School district will systematically review transportation capacity with the goal of creating as much space between riders

School Vehicles will be limited to 50% maximum occupancy

There must be six (6) feet of distance between the driver and anyone else riding the bus.

Everyone on the school vehicle must follow the face covering guidelines

School vehicles will be cleaned and disinfected after each route, focusing on frequent cleaning of touched surfaces in the vehicle. A Hydrogen-peroxide and water mixture will be used for disinfection.

The same screening protocol will be conducted on school vehicles as is done on other students and staff who enter the school building. Individuals must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19.

Families will be required to sit together on the school vehicles and vehicles will be loaded from back to front. There may be situations where students need to sit closer to the driver rather than the back of the bus. Those students will remain in their seats away from the aisle.

Families will be allowed to have students picked up at one (1) site and dropped off at only one (1) site. The pick up and drop off site does not need to be the same. If there is a need to change pick or drop off site, parents/guardians will be required to transport.

Families are encouraged to drop off and pick up their children from school

- The earliest allowed drop off time is 7:30am. Students dropped off at this time will remain social distanced and supervised in the commons area until the first bus arrives. At that time they will be required to go to their classroom unless they are eating breakfast
- The road immediately north of the school will become a one-way road starting at door 14. Parents can drop students off at door 13 & 14. The one way drive will consist of two lanes. The right lane will be to drop off/pick up students and the left will remain free flowing. See chart below for traffic flow

In town students are encouraged to walk or ride bike to school

- Bike racks will be located on the south side of the school by the bus unloading zone.

There will be no sports shuttle provided at this time

## **Food Service**

There will be a contactless pickup option of meals for students who are not in the building. One (1) family member will enter through the main entrance and into the commons. They will grab their lunch from the concessions window and immediately exit the building.

Social distancing must take place while in the commons

Students will need to maintain six (6) feet of space while standing in line.

Students will have designated seating areas for breakfast based on the student's grade

Students will line up for lunch in the south hallway. This will keep students from walking by other students to wait in the lunch line.

There will be no salad bar. Individual disposable pre-made containers will be available instead.

Either a paraprofessional or a custodian will hand students their milk.

While sitting at tables, there will need to be one open space between each student.

Students will use ID cards to scan into the lunch software. There will be no touching of the key pad.

Students will dump trays and leave them on a cart in the front of the lunch room. This will prevent students from walking by each other dumping trays and waiting in line.

Juniors and Seniors will have the option to leave the school for lunch

Parents will not be allowed to have lunch/breakfast with their children in the school.

There will be no access to the kitchen by anyone other than food service staff.

Students who choose the distance learning option, or are in the distance learning portion of hybrid learning, will have access to a grab and go lunch from the school. Any requests will need to be made by 3:00pm the day prior.

In the event a large number of food service staff members need to quarantine, the Ada-Borup school will work with local school districts, and other places within the community with a commercial kitchen, to provide a sack lunch to students during the quarantine period

## **Mental Health and Wellness**

The COVID-19 pandemic is causing a tremendous amount of stress, fear, and anxiety for many people. It's important that Minnesotans have access to the mental health care resources they need to stay well during this challenging time. Schools can play an important role in helping students and staff cope, access needed resources, and build resilience.

The Ada-Borup Schools will provide staff, families and students with information on how to access resources for mental health and wellness.

## School Age Care

Under the Ada-Borup hybrid learning plan, all students who are eligible for school age care will be receiving in-person learning Monday-Friday.

Cougar Pack will not begin at the beginning of the school year

## Elementary Scenario 2: Hybrid Model with strict social distancing and Capacity Limits

### Floor Markings:

- There will be arrows on the floors of the hallways to keep students distanced from other passing students.
- Markings outside of the bathrooms will be used to keep students six (6) feet apart while waiting to use the facilities.
- Markings will be present outside of the Elementary Office to keep students six (6) feet apart.
- Classroom “sit spots” will be used to identify students lining up and learning areas

### Monitoring:

- School Staff will monitor arrival and dismissal of students to curtail congregating.

#### **Morning Drop Off**

- Students will be released from the busses in a manner that will allow students to enter the building one at a time.
- Students in grades 1-5 will use hand sanitizer upon entry to the school.
- Students will go directly to their lockers from arrival.

#### **Lunch/Recess**

- Classroom schedules will be adjusted to only allow one class in lunch line at a time
- Recess will be spread out throughout the Ada-Borup School District to ensure that only one grade is occupying space at a time.
- Additional recess materials will be provided to each grade to limit the spread of germs.

- Students will access the lunch room by going outside door # and entering at door #.

### **Elementary Traffic Flow:**

- Class schedules will be created to eliminate multiple class traffic in the hallways at one time.
- Bathroom breaks will be scheduled to eliminate multiple classes using the bathroom at a time.
- Traffic will not be allowed to cross through the elementary library.
- Music Teachers will go into the individual classroom instead of students going down to music classrooms.
- To access the commons, high school gym, music rooms, and other spaces in the high school, students will travel outside on the south side of the building and enter and leave using doors #.

### **Classrooms:**

- To maintain 50% occupancy rate, a third section will be created in grades 1, 2, 3, and 5.
- Students in grades K-5 will have in-person learning Monday-Friday
- Pre K will remain M, W, F will all students in two classrooms.
- Classrooms may be modified based upon needs
- Music will be in classrooms.
- Pre- K will start on September 21st to all for school schedules and safe routines to be taught in grades K-5.
- Classroom tables will be removed and replaced with individual student desks.
- Classroom furniture will be removed to allow separation of desks.
- Small group and partner work will be done in limited occurrences.
- Teachers are encouraged to do classroom activities outside and to maintain social distancing while doing so

### **Other:**

- Volunteers will not be used in this scenario.
- Guests will not be allowed to join students for lunch.
- In-person assemblies will not be allowed.
- Classroom parties where social distancing is not possible will not be allowed.

## High School Scenario 2: Hybrid Model with strict social distancing and Capacity Limits

- Students in grade 6 will have in-person learning Monday-Friday following the elementary model.
- Students in grades 7-12 will rotate their weekly schedules between in school and distance learning
- Students with the last name starting with the letters A-K will be in the Red Group and students with the last name starting with the letters L-Z will be in the Gray Group (subject to change based on enrollments).
  - In the event we start the year Hybrid, Red and Gray groups will alternate the first week.
  - The district will follow a pre-set schedule for all Hybrid learning throughout the year. The Hybrid calendar for the district can be found on the school webpage or in the following link <https://5il.co/jpyv>.

### Floor Markings:

- There will be arrows on the floors of the hallways to keep students distanced from other passing students.
- High School students will follow a counterclockwise (One Way) direction where lockers are present (excluding the math wing). Arrow floor markings will be present.
- Markings near bathrooms and water fountains will be used to keep students six (6) feet apart while waiting to use the facilities.
- Markings will be used to keep students six (6) feet apart while waiting to get food during lunch periods.

### Monitoring:

- School Staff will monitor arrival and dismissal of students to curtail congregating.
  - Morning Drop Off**
    - Students will be released from the busses in a manner that will allow students to enter the building one at a time.
    - Students 6-12 are expected to wash their hands (following MDH guidelines) or utilize hand sanitizer upon entering the school from any entrance.

- Students are expected to gather their belongings from lockers and progress to their first (1st) period class without congregating.

#### **Lunch**

- Lunch release schedules will be staggered to reduce lunch lines.
- Students will sit in every other seat at all lunch tables.
- Guests will not be allowed to join students for lunch.

#### **High School Traffic Flow:**

- High School students will follow a counterclockwise (One Way) direction where lockers are present (excluding the math wing).
- Carpeted hallways(Spanish,Social Studies, Health, Computers,English), the math wing, and the gym/shop halls will be two way foot traffic. Students will be expected to stay to the right side of the hallway when possible.
- Traffic will not be allowed to move through the media center.
- Staff will release students in a matter that will allow for smooth traffic flow out of classrooms and into the hallways

#### **Classrooms:**

- To maintain 50% occupancy rate, classes that have an enrollment over the maximum amount will be split into two classrooms, each being supervised. The lead teacher will make themselves available to each group to provide instruction and assistance.
- Students in grade 6 will have in-person learning Monday-Friday following the elementary model
- Music classes will utilize large spaces (commons and auditorium) to ensure social distancing while performing. Whenever possible, students will perform/practice out of the building.
- Desks/table spacing will be maximized to provide additional spacing between students
- Students will sit in assigned seats in each class based on last names to minimize potential contact with other students throughout the day
- Students will be allowed to bring backpacks into the classroom to minimize time spent in the locker bay.
- Water bottles will be encouraged for student use.
- Classroom doors will remain open, provided classroom activities are able to maintain an appropriate noise level.
- Student collaboration will be done in limited occurrences or through the use of technology.
- Hand sanitizer will be available for student use when needed.

- Students on an IEP will work with their IEP team to determine the number of days of weekly in-person instruction
- Students taking CTE courses where hands-on learning is essential, may be permitted to attend only those classes in person during the distance learning portion of the hybrid model (Subject to teacher and administrative discretion). Students will be expected to find their own transportation in order to utilize this option.
- Teachers are encouraged to do classroom activities outside and to maintain social distancing while doing so

## Special Education

Students receiving individualized services through special education have important considerations in planning for in-person, hybrid, or distance learning. Ada-Borup Public Schools has the goal of maximizing the effectiveness of specialized instruction while at the same time minimizing COVID-19 infection risk with safety measures. Special education supports and services are designed to meet the individual needs of each student.

A COVID-19 Contingency Learning Plan will be developed for each student receiving special education services during the 2020-2021 school year. This plan will describe how services would be delivered to each student under the three possible scenarios mandated by the Minnesota Department of Education and the Governor of Minnesota (in-person, hybrid, and distance learning). Special Education Case Managers will work with parents/guardians and members of the IEP team to develop each student's plan.

Ada-Borup schools will follow MDE guidance for delivering direct services to students. The guidance can be found here:

<https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

## Scenario 3: Distance Learning Only

The Ada-Borup school district strives to provide equitable use of technology to all of its students. All students in grades 6-12 have been provided with a chromebook. Students in grade 6-12 have had the ability to bring their device home during the school year. Students in grades K-5 have had access to 1:1 iPads and/or chromebooks throughout the school year, but devices have remained in school. When distance learning goes into effect, students in grades K-5 will be given a device to be used at home.

The Ada-Borup school district will work with the commissioner to determine which students and classes may be allowed to have in-person instruction per executive order 20-82 paragraph 32.

## **Elementary School Senario 3: Distance Learning**

### General Information Grades K-5

Students in grades K-5 will need typical school supplies for distance learning.

- Grades 3-5 will be provided a chromebook by the district.
- Grades K-2 will be provided an iPad by the district.
- Log on to your student Google Classroom to access Distance Learning lessons and materials.
- Daily attendance is mandatory. Attendance must be done at some point within the hours of 7:00am-10:00pm with the daily Google Form.
- Weekly paper materials may be sent with/dropped off for students.
- Students will be required to log on to core subjects for teacher-led instruction (may be recorded ).
- Students will have activities to complete on *Google Classroom* throughout the course of the week. Students will follow the weekly schedule as they progress through the week's worth of activities for each content area to enhance continual growth as learners.
- All assignments will be posted by 8:00am with teachers available to answer questions via email throughout the day until 3:00pm. It is understood that students might be in childcare during the day and may not be able to work on school work until the evening when there is parent support around. Staff members understand this and will be flexible with those situations. However, the expectation is that students will complete the work in a timely manner as developed between student and teacher.
- Assessments will be determined by grade-level classroom teachers

## **High School Scenario 3: Distance Learning**

### General Information Grades 6-12

- Grades 6-12 will be provided a chromebook by the district.
- Grades 6-12 will use Google Classroom to access all assignments, online resources, and assessments.
- Students will follow the typical eight (8) period day, connecting with teachers and collaborating in a digital classroom (including but not limited to Google Classroom, Google Meets, and Zoom).

- Attendance will be taken by each teacher throughout the typical eight (8) period day during the typical class periods.
- Students will bring home needed supplies (textbooks, notebooks, journals) in order to successfully continue their education throughout the distance learning cycle.

## **Special Education**

Students receiving individualized services through special education have important considerations in planning for in-person, hybrid, or distance learning. Ada-Borup Public Schools has the goal of maximizing the effectiveness of specialized instruction while at the same time minimizing COVID-19 infection risk with safety measures. Special education supports and services are designed to meet the individual needs of each student.

A COVID-19 Contingency Learning Plan will be developed for each student receiving special education services during the 2020-2021 school year. This plan will describe how services would be delivered to each student under the three possible scenarios mandated by the Minnesota Department of Education and the Governor of Minnesota (in-person, hybrid, and distance learning). Special Education Case Managers will work with parents/guardians and members of the IEP team to develop each student's plan.

## **Food Service**

In the event of full distance learning, the Ada-Borup school district will offer grab & go meals. Five (5) grab and go sites will be used with the program. The program will service breakfast and lunch and will be available for pick-up one (1) time daily between 11:00-11:30am.

If only the high school is in distance learning, the only grab and go site will be at the school.

## **School Age Care**

In the event Ada-Borup Schools is in a distance learning scenario, school age care will be provided.

Executive Order 20-82 indicates that a school district or charter school that operates a hybrid or distance learning model “must provide school-aged care for Eligible Children at no cost during the time those children are not receiving instruction in the school building during regular school hours.”

The school-age care for children of critical workers is intended for extreme circumstances in which no parent or guardian is at home, due to employment as a critical worker.

This school-age care must be provided for district or school-enrolled school-age children age 12 and under who are children of critical workers in Tier I of the state critical worker list. Children of Tier I workers only will be cared for at no cost during the typical school hours.

To find the list of Tier I workers and other frequently asked questions, please follow the link:  
<https://5il.co/jsf6>