# **Minnesota Transitions Charter School**



# **Educational Plan: 2020-21 School Year**

Mission Statement: We are a student-centered learning community that inspires and supports all learners to achieve excellence through equitable, relevant learning experiences.

School and district administrators are directed by the Minnesota Department of Education to develop three(3) contingency plans to prepare for the 2020-21 school year using the three(3) scenarios outlined in the <u>Planning Guidance from MDE</u>. This document is the current educational plan developed by Minnesota Transitions Charter School to address these scenarios and the 2020-21 school year. As new information and guidance is provided this document will be updated.

## I. <u>District Statement</u>

Minnesota Transitions Charter School (MTCS) has reviewed and utilized a variety of resources and guidance provided by the Minnesota Department of Education, Minnesota Department of Health, the Center for Disease Control, and many national and government organizations in developing this plan. This plan is meant to be a guidance document only and is not intended to

be a legal document or determining of liability. The district will strive to ensure that students, staff, and community members are safe during this time, and provide the best education possible to each individual student.

#### II. Welcome

MTCS is excited to welcome students back to the 2020-21 school year! We are looking forward to what this new school year has to offer and are honored to be part of each student's education and future. Following further direction from the Minnesota Department of Education and the Governor, MTCS will communicate with families and the community regarding the specific scenario and educational programming plan for the start of the 2020-21 school year.

## III. Safety and Security

MTCS recognizes that the safety and security of each student is of the utmost importance. The district wants to ensure that as many of the elements of health and safety for our staff and students are addressed and supported. Throughout this document there will be many references to best practices, guidelines, recommendations, and strategies that will be implemented and followed to ensure that each school building is as safe and secure as possible. Aside from following the district's traditional and previously determined safety and security policies and procedures, the district will integrate and intensify many other practices specifically related to COVID-19.

These practices are determined after consulting the following guidance:

<u>Prevention Guidance and Practices to Implement</u>

Guidance for MN Public Schools

#### IV. Academics

#### **Attendance**

MTCS will continue to follow the state guidelines and previously established district policy around attendance. In all three(3) scenarios students are expected to attend school for the length of the school day, as prescribed by the district attendance policy or the Distance Learning Plan. Attendance will be monitored and taken daily.

The core school day can vary among schools within a district/charter school and among grades within a school. Districts and charter schools' school calendars are expected to provide the minimum number of annual instructional hours and a minimum of 165 instructional days for grades 1-11, which MTCS does follow:

- 425 hours for half-day, daily or full-day alternate day kindergarten
- 850 hours for full-day, daily kindergarten
- 935 hours for grades 1-6
- 1,020 hours for grades 7-12

MTCS and the MTCS School Board have approved calendars for the 2020-21 school year.

In the event that a student is unable to attend school for health reasons related to COVID-19, the district will provide that student with an alternative learning plan so that the student can continue to engage in their educational programming while remaining at home. These situations will be determined on a case-by-case basis.

The district will also continue to implement and comply with educational programming for any students where attendance to school is modified or accommodated due to needs identified through a 504 Plan or Individualized Education Plan.

MTCS also recognizes that the shift in the delivery of educational programming and learning could directly impact a student's ability to engage and participate in their learning from day-to-day. District and school staff will be monitoring student progress to identify warning signs or concerns that may come up if a student is not making adequate progress academically. If a concern around a learning loss is identified and a student is in need of some additional support or services to assist them in progressing academically, the district will develop a plan to address this need (such as, tutoring, modifications, accommodations, etc.)

# <u>Instruction</u>

MTCS maintains that it will continue to provide a quality, equitable education to all of its students. The district believes that it is essential for students to continue to develop and grow educationally, but also as a citizen of the community.

For all seat-based schools, synchronous instruction will occur. Students will be following a schedule provided by their teacher as well as receive daily instruction from a licensed classroom teacher. Students will be assessed on the content delivered and aligned with the Minnesota State Standards, during the school day.

For all virtual schools, asynchronous instruction will occur. Students will be following the scheduled courses and school expectations as described in the student handbooks. Students will be assessed on the content delivered and aligned with the Minnesota State Standards.

- A. Face-To-Face Instruction: Students K-12 will report to school and receive in-person daily instruction from their assigned classroom teacher(s). The district will resume traditional educational programming. All schools will follow the district policies and procedures as were in place prior to the initiation of Distance Learning during the 2019-20 school year.
- B. Hybrid Instruction: Students K-12 will engage in daily instruction through either in-person or through an online learning platform from their assigned classroom teacher(s). Students will be engaged in direct instruction every school day.

Students will be assigned to cohort A or Cohort B, keeping in mind that students from the same family will try to follow the same schedule. Students will follow an A/B schedule when attending classes in person.

- "A" Cohort Students will attend in-person class on Mondays and Wednesdays. They will attend online class on Tuesdays and Thursdays.
- 2. "B" Cohort Students will attend in-person class on Tuesdays and Thursdays. They will attend online class on Mondays and Wednesdays.
- 3. All students will attend online class on Fridays.
- 4. The assignment of students to either an "A" or "B" day will be completed by the individual schools. The district will make every effort to align the assigned days to siblings within the district.
- C. Distance Learning Instruction: Students K-12 will engage in daily instruction through an online learning platform that involves direction instruction from their assigned classroom teacher(s). The district will follow the plan as described in the district's Distance Learning Plan.

MTCS has decided to adopt one learning platform that will allow for students to be able to comprehensively and consistently engage in their learning regardless of which scenario is expected to be implemented during the 2020-21 school year. The use of one learning platform across the district provides the district with fluidity and the ability to be flexible in transitioning throughout all three(3) scenarios. The district will be using Moodle as the learning platform, with grades 7-12 starting at the beginning of the year and grades K-6 starting later in the school year. Grades K-6 will begin the year using Google Classroom, and slowly transition to Moodle by the middle of the school year.

MTCS will provide a device to each student for their use at school and at home. Students will be expected to take their computer to and from school so that they may engage in their work both at school and at home. The devices should remain with them in their personal work space while they are at school.

EL/Title 1/ADSIS Teachers: Pull outs can resume if scenario 1, in person, resumes. In the event of a hybrid model, pull outs will ...

Teachers should maximize the distance between desks as much as possible. Unnecessary furniture should be removed from rooms in an effort to create more space between desks. Classrooms that utilize tables for student and group seating will need to evaluate their ability to distance students with the tables and discuss, in collaboration with their school administrator, about the feasibility and availability of desks, dividers, etc., and/or their ability to use tables. Administrators should work with teachers to remove flexible seating options that do not allow for social distancing.

As educators, we know and understand best practices and the value that small group instruction brings to our students. We encourage the use of small group learning, but in a way that socially distances students to the best of our ability in a safe manner. We encourage faculty to work with their school administrators and instructional coaches to consider how they can conduct small group instruction in a safe manner.

#### Curriculum

MTCS will continue to utilize standards based curriculum to support instruction aligned with the Minnesota State Standards.

- A. Face-to-Face Instruction: MTCS will continue with the current standards based curriculum being used and follow the established scope and sequence for each discipline area.
- B. Hybrid Instruction:
  - Grades 7-12 will utilize curriculum provided by one of the programs in the district, Minnesota Virtual Schools (MVS).
  - Specialists at the secondary level (Art, Digital Art, Music, etc.) will have the support of the Moodle content with the ability to adapt to meet the needs of the specific course being offered.
  - Grades K-6 will utilize the Math, Reading, Science, and Social Studies previously established scope and sequences, as well as, work collaboratively with grade level teams to design instruction that can be implemented both in the classroom and online.
  - Specialists at the elementary level will follow the K-6 model with the use of Google classroom and designing instruction that can be imported into moodle
  - Opportunities for virtual field trips, guest speakers, videos, flip grids, student engagement and exploratory experiences will also be incorporated as appropriate. Students will not engage in off campus field trips.
- C. Distance Learning Instruction: MTCS will utilize the standards based curriculum and follow the scope and sequence established for each discipline area. The curriculum and Minnesota State Standards will be instructed on through an online learning platform that involves direction instruction from their assigned classroom teacher(s). The district will follow the plan as described in the district's <u>Distance Learning Plan</u>

Assessments: To the extent possible, MTCS schools will continue to administer formative and summative assessments to all students regardless of the educational scenario implemented. State mandated assessments will still take place, as required by law, unless indicated otherwise by the Minnesota Department of Education.

## **Professional Development**

To support the transition to the district-wide use of the Moodle learning platform, MTCS will utilize the back-to-school professional development time to focus on the use of Moodle. Staff will be fully trained on the learning platform and will be provided opportunities to explore and apply their learning to the actual implementation for the start of the school year.

MTCS is dedicated to the continued development of staff in the district. There will be on-going, continuous professional development offered throughout the school year on Instructional Tools (Moodle, Google Classroom, etc.), Classroom Management, Culturally Proficient School Systems, Restorative Practices, Trauma-Informed Practices, and Instructional Strategies.

In the hybrid or distance learning model, Fridays mornings will be dedicated for students to learn from home and Friday afternoons (after 1pm) will set aside for professional development and planning time. The in-person model will follow the professional development schedule found here.

## V. <u>Transportation</u>

Transportation will be provided to all students within the boundaries identified in the district policy, including district transportation, specialized transportation, and parent transportation.

If the district is to return to traditional, face-to-face educational programming, school transportation will resume as normal.

In the event that the district implements a Hybrid learning model, transportation will be modified to meet the health and safety guidelines.

#### Bus Use Procedures:

- The buses will not transport more than 50% capacity, while following social-distance guidance. This includes the Bus Driver and any Bus Aides.
- As students enter the bus, they will be required to wear a mask while riding the bus. If the students do not have a mask, they will be provided a mask by the bus drive.
- Upon entering the bus, students will be asked to use hand sanitizer.
- Students will be assigned a seat on the bus to ensure that the six(6) foot social-distancing guideline is followed.
- Students will remain seated on the bus for the duration of the route. Once the bus arrives at the school building, the Bus Driver will call the students to the front to depart from the bus one student at a time.
- Once all of the students have departed from the bus, the Bus Driver will clean the entire bus with a spray disinfectant, so that the bus may be used again for the next route.
- MTCS will continue to implement and remain compliant with any special transportation requirements as detailed by 504 plans or Individualized Education Plans.

Updated Information (August)

**Newsletter:** COVID-19 Recommendations for Safe Routes To School

Student Transportation is going to look different--we're here to help
<a href="http://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html?utm\_content=&utm\_medium=email&utm\_name=&utm\_source=govdelivery&utm\_term="http://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html?utm\_content=&utm\_medium=email&utm\_name=&utm\_source=govdelivery&utm\_term="http://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html?utm\_content=&utm\_name=&utm\_source=govdelivery&utm\_term="http://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html?utm\_content=&utm\_name=&utm\_source=govdelivery&utm\_term="http://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html?utm\_content=&utm\_name=&utm\_source=govdelivery&utm\_term="http://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html?utm\_content=&utm\_name=&utm\_source=govdelivery&utm\_term="http://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html?utm\_content=&utm\_source=govdelivery&utm\_term="https://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html">https://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html?utm\_content=&utm\_sources/covid-19/index.html">https://www.dot.state.mn.us/mnsaferoutes/resources/covid-19/index.html</a>

**Guidance Document:** The National Safe Routes partnership has developed <u>Back to School 2020: Recommendations for Safe Routes to School Programming</u>, a comprehensive set of short-term, actionable recommendations for implementing Safe Routes to School programs this fall, with recommendations for in-person, hybrid, and distance learning. <a href="https://www.saferoutespartnership.org/sites/default/files/pdf/back\_to\_school\_2020\_final.pdf">https://www.saferoutespartnership.org/sites/default/files/pdf/back\_to\_school\_2020\_final.pdf</a>

#### Steps to consider:

Review and evaluate school transportation capacity with the goal of creating as much space between riders as possible, recognizing that it is not always feasible to have 6 feet of social distancing. Consider reducing capacity or adding routes to allow for more physical space between riders. See Additional Requirements: Scenario 2, below, for transportation-related requirements specific to Scenario 2. All persons driving or riding in a school transportation vehicle must wear a face covering. Please reference the Face Coverings section of the MDH 2020-21 Planning Guide for Schools for additional details. An extra supply of face coverings should be maintained on school transportation vehicles for riders who forget to bring them. Arrange seating to maintain 6 feet of distance between the driver and all riders. Clean and disinfect transportation vehicles regularly, focusing on frequent cleaning of touched surfaces in the vehicle (e.g., surfaces near the driver's seat, hard seats, door handles, seat belt buckles, light and air controls, doors and windows, grab handles) between routes. Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out. Follow the symptom screening protocol outlined in the Monitoring and Excluding for Illness section of the MDH 2020-21 Planning Guide for Schools for any person entering a school transportation vehicle. Consider the option of a parent/quardian attestation. People 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. Require that people who become ill during the day not use group transportation to return home. Plan for getting students home safely if they are not allowed to board the vehicle or if a driver becomes sick during the school day.

Additional Requirements: Scenario 2 Limit the number of people on transportation vehicles to 50% maximum occupancy. Create as much space between riders as possible, recognizing that it is not always feasible to maintain 6 feet of social distancing. Household members may be seated in rows together. Consider reducing capacity or adding routes to allow for more physical space between riders. Recommendations: Scenario 1 and 2 Provide hand sanitizer to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children. Consider using assigned seating for riders to assist with rapid contact tracing in the event there is a positive case who rode on a school transportation vehicle while potentially

infectious. 16 Consider keeping windows open if appropriate and safe while the vehicle is in motion to help increase air circulation.

Consider health risks for bus drivers and expected fluctuation in number of available bus drivers. Contingency plans for supplementing the number of bus drivers as needed. Identify additional school staff who have applicable licenses to operate school buses – e.g., athletic coaches Identify and encourage additional staff – e.g., teachers, school leaders, district leaders, support staff – to acquire applicable license to operate school buses. Based on estimates for the number of students who typically ride the bus and identified school schedules, identify any necessary alterations that need to be made to bus routes if any have potential to exceed maximum capacity in the morning or afternoon. Identify bus procedures for bus drivers and students. These could include: Filling in seats beginning from the back of the bus. Limiting two students per bus row (one on each side) and having students seated in every other row. Keeping students seated next to the window. Disembarking from the bus one at a time. Identification of drop-off and pick-up areas that are separate from car pick-up and drop-offs.

#### VI. Food Service

Schedule - Director of Food Services will work in collaboration with site directors/principals to ensure social distancing practices are in place

Lines - Director of Food Services will work in collaboration with site directors/principals to ensure social distancing practices are in place

Seating - Director of Food Services will work in collaboration with site directors/principals to ensure social distancing practices are in place

Process Entering the Cafeteria - Director of Food Services will work in collaboration with site directors/principals to ensure social distancing practices are in place

Cleaning - Director of Food Services will work in collaboration with site directors/principals, as well as cleaning services to ensure proper cleaning practices are in place

During distance learning, student meals for the entire week, including breakfast and lunch, will be delivered on Mondays so that all students have breakfast and lunch meals for the entire week.

# VII. Equity

Equity is essential to the engagement and access of educational programming and opportunities for all of our students. The district will ensure that all students have access to resources, materials, equipment, and support that is needed to engage daily in their instruction, classroom participation, and success towards academic achievement. This includes, but is not limited to technology, community resources, school support staff, classroom materials, etc. MTCS recognizes that equity is a necessary component to each student's educational day and will continue to work tirelessly in these efforts. MTCS has provided some additional information regarding its work and focus on Equity.

## VIII. <u>Daily Procedures (Hybrid)</u>

The district is focused on working collaboratively with families and the community to ensure that students and staff are safe while at school. There are many processes and procedures that will be added to the steps identified for entering the building to help ensure the safety and health of all individuals within the school building. These are consistent with guidelines identified by many different state and national organizations, including the <a href="CDC">CDC</a>. As a result, the district has set forth the following steps to support the efforts of maintaining cleanliness and safety in the school buildings.

- A. Entering the building: All individuals will be allowed to wait outside of the building without being screened. The district would ask that these individuals still honor social-distancing guidelines. Individuals wanting to enter the building may be screened using a checklist to determine if there are health concerns / symptoms related to COVID-19. All visitors will also be screened using a checklist prior to entering the building (CDC Recommendations and Additional CDC Recommendations). If it is deemed that a visitor will enter into the building, the visitor must have his/her temperature checked. Visitors will have minimal access to the building and not be allowed into the classroom during the COVID-19 pandemic. Visitors will also not be allowed to eat lunch with their children in the cafeteria or visit for other non-essential activities. All presentations, assemblies or performances if they occur, will be recorded or live-streamed so that families may view them. While we strongly desire parent and community engagement, we will work to collaborate and engage our community and family partners in new and innovative ways. In the event a visitor is allowed access to the building, the visitor will be required to wear a mask or other facial covering for the duration of their visit.
- B. Each building will have a designated location for parent/family meetings to be held. It will be encouraged, whenever possible, to hold these meetings virtually. Visitors will be escorted to the designated location and required to participate in all screening and safety measures to be in the building. The designated space will be cleaned following each meeting.

## Screening Checklists - will only be used for staff and public

#### See: Updated Information - 7/23/2020

MTCS will not be screening or conducting symptom screening for students daily. We will work closely with families to determine if a student is demonstrating symptoms. If a student is demonstrating symptoms and is ill, they will be asked to stay home. If a student becomes ill or begins demonstrating symptoms while at school, they will be placed in isolation and the student's legal guardian will be contacted to come pick them up from school. As we learn more about COVID-19 every day, and as more information becomes available, we will continue to monitor the information from the CDC and MDH.

Based on the current information from the CDC, the following is recommended:

- CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools.
- Parents or caregivers should be strongly encouraged to monitor their children for signs of infectious illness every day.
- Students who are sick should not attend school in-person.

Screening checklist in English

Screening checklist in Somali

Screening checklist in Spanish

Visitor and Employee Health Screening Checklist

\*If staff, students or visitors are determined to have health concerns / symptoms related to COVID-19, then they will not be allowed to enter the building. If the individual must wait for someone to assist them in leaving the building, then they will be asked to remain either outside of the building (students with supervision) if the weather is appropriate, or in the isolation room within the building.

- C. Any person who enters the building will be asked to wash their hands with soap or utilize hand sanitizer upon entering the building. All staff and students will be expected to wear Personal Protective Equipment (PPE) in the form of a mask or face shield. Staff and students are allowed to use a personal PPE. If an individual does not have their own PPE, the district will provide one for them to use during the school day.
- D. Classroom access: All buildings will be marked with notifications on how to walk throughout the hallways, so that there is one-way traffic only happening during identified times. All students will follow the directed path in the building hallways, maintain a six(6) foot distance from any other person and report directly to the classroom. Once entering the classroom, all students will report directly to their assigned personal work space in the classroom (desk, table, etc.).
- E. Personal Items: All students will be allowed to keep their personal items (coat, back-pack, purses, etc.) with them at their personal work space. Students will not be accessing lockers or cubbies. This rule may be adjusted throughout the year due to special circumstances (i.e. winter months). If students need a bag or container to place their things in for use during the school day, one will be provided to them by the school. School rules and expectations around electronics, technology, appropriate dress, and use of personal items still remain in effect and will be enforced.
- F. Transitioning: All movement throughout the building will be directed by a staff member. Students will be allowed to move independently throughout the building, as permitted by a staff member, but all students are expected to follow the social-distance guidelines as they are moving throughout the building. The details of hallway passes, daily schedules

for accessing other areas of the building outside of the classroom (specials, cafeteria, playground, bathroom, etc.) will be determined and directed by the Program Director for each site. It is expected that while the specifics of the daily schedules and access to areas around the building are being determined at the local level, that all social-distancing guidelines be maintained, and that the health and safety of staff and students be at the forefront of these decisions.

- G. Schools will each identify at least one person, aside from the Program Director, who will be identified as a COVID-19 Program Coordinator. This individual will be available within the school environment to provide support to the classroom teacher in the event that a student or staff member needs to leave the classroom for any reason. This person will also be responsible for supporting the work and attention to COVID-19 procedures within the building..
- H. It will be encouraged for schools to offer specials (Gym, Art, Music, etc.) outside of the school building if possible.
- I. All classrooms will follow the guidance established by the Minnesota Department of Education (<u>Guidance for MN Public Schools</u>) and assign no more than 10 individuals (staff and students included) to each classroom. The classrooms will arrange the individual student work spaces abiding by the six(6) foot distance between students.
- J. Classroom staff will make every effort to remain six(6) feet away from students unless absolutely necessary (emergency situations). <u>Social-distancing</u> will be followed throughout the school day (<u>2020-2021 Planning Guide for Schools</u>).
- Building Directors will establish a schedule for each classroom to assure that staff and students are being allotted bathroom breaks and time to maintain health and safety guidelines, such as frequent hand washing.

## IX. <u>Building Use and Maintenance</u>

To assist with cleaning procedures and to minimize potential exposures to COVID-19, all district buildings will have limited hours and access to district employees and the public.

MTCS will follow cleaning guidelines that are recommended by the following organizations:

## EPA Approved Cleaning List:

https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19

#### Human Friendly Cleaning List:

https://osha.washington.edu/sites/default/files/documents/Updated%20Safer%20Disinfectants% 20List March%2026%2C%202020.pdf

#### Cleaning Guidance:

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening\_America\_Cleaning\_Disinfection\_Decision\_Tool.pdf

Classrooms, including each student's individual work space, will be cleaned daily, using the approved cleaning solutions identified above. Classroom teachers will support the cleaning of their classrooms and the items utilized during the day by the students. Guidance by the <a href="Minnesota Department of Health">Minnesota Department of Health</a> is provided as to how to clean materials that are used in the classroom.

Shared areas within the buildings (cafeteria, library, specials classrooms, etc.) will be cleaned throughout the school day, after each use, and prior to the next cohort of students accessing the area.

Frequently used areas (building entrances, building offices, bathrooms, etc.) will be cleaned at the end of each school day.

If there is an identified potential exposure, then that area within the building will be isolated and cleaning to disinfect the area will commence immediately to reduce the potential of further spread or exposure to others.

Water Fountains: Water fountains will be available, but will not be available for individual or personal use. If a staff or student would like to access the water from the fountain, they will be provided with a new cup that they can use to obtain water. Personal water bottles will not be allowed in the school buildings. The district will provide cups for student and staff use.

Lockers and Cubbies: Lockers / Cubbies will not be available for student use. Students will be allowed to bring back-packs, purses, bags, etc. to school with them, but will remain with them at their personal work space and then return home with them at the end of the day.

Bathrooms: Bathrooms will be available for staff and student use only. The bathrooms will be monitored to ensure that the appropriate number of individuals are allowed inside of the bathroom at all times to observe social-distancing guidelines. Every other urinals and sink will be blocked off in the bathrooms to maintain the six(6) foot social-distancing guidance.

#### X. Student Health and Wellness

MTCS honors each of our students and their unique needs. Although, as an educational entity, our primary focus is on academic achievement, we recognize that each of our students' social and emotional health is vital to their ability to function in the classroom, be successful in their learning, and develop as a community citizen. Therefore, MTCS strives to ensure that a variety of resources and supports are available to students and families to assist with any needs or challenges that may arise.

MTCS has many professionals (School Social Workers, School Counselors, Family Liaisons, Parent Advocates, Mental Health Professionals, and Behavior Analyst) within the district who have expertise in these areas and can provide consultation, direct support, or resources to students and their families. MTCS staff will not provide any medical recommendations MTCS also has additional support identified and available on the district website: <a href="https://mtcs.org/students-and-families/">https://mtcs.org/students-and-families/</a>. In addition there are suggestions and resources identified by the <a href="Minnesota Department of Education">Minnesota Department of Education</a> to support students and families during this time. All of the support, resources, and consultation remains in place and offered to all students and families regardless of the educational programming scenario that is implemented for the 2020-21 school year.

# XI. Employee Health

In the event that a student or employee tests positive, persons within that class setting will be notified to the greatest extent possible without revealing any private or confidential student information. Student information will remain protected as required by law. While it is possible the class may be required to shift to distance learning, it may not necessarily be required. The District will coordinate with MDH, MDE, and follow all applicable guidance in the event that a student or employee tests positive for COVID-19.

#### What if an individual/employee has been in close contact with a person with COVID-19?

# Recommendations for employees exposed to someone with COVID-19

In the event a student or employee learns someone they have been in close contact with has tested positive, such as an immediate family member, they should self-quarantine for up to two weeks (14 days) and closely monitor their health to minimize the chance of spreading the virus. In the event a faculty member tests positive for COVID-19, he or she will notify a supervisor and follow the directions of a medical provider. Employees must notify a supervisor or another identified point of contact in the school building if they have been in close contact with a person who has tested positive for COVID-19.

## What practices should take place if an employee has COVID-19?

#### What to do if an employee has COVID-19

Employees and students who develop symptoms during the school day must notify a supervisor or another identified point of contact in the school building immediately.

If an employee tests positive for COVID-19 they need to notify HR immediately and may be asked to provide a copy of the positive test results.

Individuals who have a positive COVID-19 test result, or a negative result but have symptoms, or who have symptoms and/or a diagnosis but have not been tested, must self-isolate for at least 10 days from the time symptoms first appear (and have no fever for at least 3 days without medication and must have improvement of other symptoms). Their siblings/household members must also isolate for two weeks.

Employees will also be informed of all applicable leave options, including any potential paid sick time or expanded Family Medical Leave Act (FMLA) under the Families First Coronavirus Response Act (FFCRA).

Any affected areas of a school building will be specially cleaned and disinfected according to state and federal standards before staff members and students return to the area.

When should people return to work/school and when should they stay home if exposed to COVID-19, if they have COVID-19, or if they are sick but have not been tested for COVID-19?

COVID-19 - When to stay home and when to return to work/school

Students and staff members with COVID-19 or COVID-19 symptoms should self-isolate for at least two weeks from the time symptoms first appear. Students and staff members who have been staying home due to COVID-19 symptoms or a positive test result should not return to school until they have been home at least 10 days since symptoms first appeared, have been without a fever (100.4 degrees F or higher) for 24 hours without fever reducing medicine, and have no other symptoms of COVID-19.

Students and staff members who have had close contact with an infected individual (i.e. someone in the person's household) but are not experiencing symptoms should stay home and closely monitor their health for two weeks before returning to school.