

EDMORE HEALTH & SAFETY SMART RESTART PLAN

Edmore School Board

Approved

July 21, 2020

Amended

8.11.2020

Note: This document will constantly be updated per NDDoH, DPI, CDC, and ND Governor Executive Orders.

Greetings Edmore School Families,

The effects of the COVID – 19 pandemic has been a challenge for our entire community since March, but we hope you have found ways to cope and embrace this new normal. Thank you to the students, staff, parents, and community members who have helped us succeed in these difficult times. The 2019-2020 school year was challenging, but we are proud of students and thankful the district was able to celebrate our seniors' accomplishments with a graduation exercise.

The challenge now is planning for what school will look like during the 2020-2021 school year. This is a daunting task as we all realize how the impact and response to COVID-19 has changed rapidly over the past four months. This plan will try to address these challenges, while providing a flexible framework to guide our response over the next school year.

For academic, social-emotional, and economic reasons, we are compelled to strive to return to an in-person model. Yet, we cannot disregard that the health and safety concerns associated with the virus remain. The district must consider all practical steps to keep our school from contributing to virus spread in our community.

This plan presents hours of critical thinking, research, modeling, and work of the smart restart committee members. This group was comprised of students, staff, parents, administration, and school board.

We realize that reviewing this plan may not address every question you have. We recognize some concepts and actions may be polarizing, and there are strong opinions about what the school should do or should not. But we must remain open to what is possible and consider all options so we can move forward.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. Together, our school can provide quality education to our children in a safe manner, if we work together to solve problems.

Respectfully,

Frank Schill
Superintendent

Diane Martinson
K-12 Principal

Doug Freije
School Board President

Assumptions & Assurances

Edmore School believes:

- Every student should have the opportunity to engage in learning, regardless of the spread of COVID-19 in our community.
- Schools have a vital role in providing safe environments for students, focusing on both social-emotional and physical health.
- By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
- Our district will make decisions based on the most current guidance from local, state, and national health care officials.
- Our School Board will ensure our plan meets the needs of our students, educators, staff and community.

Our Planning Team

The Edmore's School's Return to Learning Plan was crafted and reviewed by a team consisting of the following:

Doug Freije - School board president

Frank Schill - Superintendent

Diane Martinson K-12 Principal

Barb Lorenz - Parent

Jessica Feist – Parent

Sunny Johnson - Administrative Assistant & Parent

Tayler Lorenz - Student

Heather Okeson – Student

Sherri Olson – Teacher

Mikayla Cramer - Teacher

Input was gathered by various means to allow for a wide range of input, while maintaining social distancing. Parent surveys and staff surveys were sent out and data collected was processed by team members.

COVID-19 Response Team & Coordinators

This organizational structure was crafted to assist in the development and monitoring of the district return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the district responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a nimble and responsive process to address issues that may not be recognized today.

OPERATIONS – Superintendent & K-12 Principal

- Facility
- Transportation
- Food Service
- Budget
- People

INSTRUCTION – Superintendent & K-12 Principal

- Curriculum
- Technology
- Special Education
- Student
- Teacher
- Mental Health
- Professional Development

COMMUNITY RELATIONS / COMMUNICATION – Superintendent & K-12 Principal

- Students
- Parents
- Staff
- Board
- Community

The three components have been identified as key operational teams that consist of multiple departments. Each operational team will work to implement the return to learn plan and address challenges as they arise.

COVID-19 Building Level Coordinators

The Edmore School will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. The coordinator will be available to the NDDoH 24 hours a day/7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will report cases of COVID-19, found in the school setting, to health officials and the State Superintendent's office.

The Edmore COVID – 19 Coordinator position (Frank Schill) will assume the role for the district. The coordinator will work closely with the K-12 principal. If the coordinator is unable to be reached the secondary contact will be K-12 principal (Diane Martinson).

Phases

The following phases will be used to define the community risk level associated with COVID-19.

Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community. [ND Smart Restart Plan](#)

Phase I

New normal. Maintain standard precautions.

Phase II

Heightened expose risk. Transmission is controlled.

Phase III

Significant transmission and high risk of exposure.

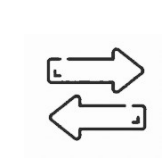
Instructional Models

The instructional models used by the district will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above. This is a guide as instructional models could be altered based on other factors, such as occupancy levels, age of children, and abilities to move certain classes online.



Traditional Learning

All instruction is delivered in-person with some building and group modifications. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.



Blended Learning

Students report to school on a modified schedule. Multiple hybrid models of instructional delivery may be appropriate to meet the educational needs through a variety of delivery models.



Distance Learning (Zoom & Edmodo)

All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student.

Health and Safety Guidance

The district strives to provide a healthy and safe environment for all who occupy our schools. The following guidelines are intended to provide a framework for the district's response to COVID-19.

Resources

ND Department of Public Instruction - <https://www.nd.gov/dpi/parentscommunity/nddpi-updates-and-guidance-covid-19>

ND Department of Health - <https://www.health.nd.gov/diseases-conditions/coronavirus>

Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Best Intentions

Despite taking every reasonable precaution, there is no guarantee that our school will be without risk as it relates to COVID-19. The virus will be present on our buses, in our classrooms, and at our activities. In certain situations, social distancing is not possible in a school setting. Our actions, as outlined in this plan, will not prevent any student or staff member from being in contact with the virus.

Protect Yourself and Others

Wash your hands often



- Wash with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

Avoid close contact



- Keep social distance from others especially important for people who are at a higher risk of getting sick.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces and other actions that increase physical separation may be considered.
- The sharing of instructional materials should be limited as much as possible.
- Physical separation on busing, one student per seat, will be recommended but cannot be guaranteed.
- Non-Essential Visitors in the School Setting (fitness room, Contractors, Deliveries)
Non-essential visitors entering the school shall be minimized.
Deliveries -- Shall be left inside the first door of the school.

Contractors -- Shall check in at the office and wear facial coverings while conducting work.

Fitness Room – Community members shall be allowed to use the fitness room only from 4 – 10 pm daily. The fitness room shall be cleaned each morning at 7 a.m.

Monitor your health daily



- Be alert for symptoms. Watch for a fever, cough, or shortness of breath.
- Parents are asked to screen their children each day before sending them to school. Use the screening guidance provided (see appendix). If your child exhibits fever, cough, sometimes difficulty breathing, headache, loss of taste/smell, sore throat, body aches, chills, diarrhea, nausea/vomiting then consider keeping your child at home and make

an appointment to get your child seen by your physician. Your child may receive on-line learning from the home environment if you choose. If you or your physician determines that your child has a simple cold/flu or pre-existing condition (asthma) and that your child should attend school then your child will be required to wear a face covering to reduce the spread of the illness to other students/staff.

- Staff and students who are sick should stay home.
- Temperatures of symptomatic students or staff may be taken at the school office.
 - Symptomatic students will be isolated, and their guardians contacted.

Cover coughs and sneezes



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Clean and disinfect



- School staff should clean and disinfect frequently touched surfaces daily.
- Shared materials (not recommended) should be cleaned.
- Classrooms will be cleaned nightly by custodial staff.

Cover your mouth and nose with a cloth face cover when around others.



- The wearing of masks will be applied in phases based on the phases within the [ND Smart Restart Guidance](#).
- Educators need to teach students how to properly wear a face covering so they are prepared to use them on school buses or other situations in close proximity with others.
- Resources from NDDPI & NDDoH will be provided to teachers.
- The use of face coverings is encouraged, but not required of staff and students when in the "Green" phase of operations. Social distancing is required and when social distancing cannot be achieved then a face covering is required in the green phase.
- The use of face coverings will be required of staff and students during the yellow phase. This phase will be implemented when administration determines that students and/or staff with multiple cold/flu-like symptoms is heightened and the wearing of facial coverings by everyone is necessary.
- Face coverings will be required of both the driver and riders when on a school bus or school vehicle. This is because of the close proximity of students to each other in a confined space for an extended period of time with minimal air circulation.



Edmore COVID-19 PPE Guidance

STAFF	PPE
All staff	Encouraged to wear cloth face coverings Required to wear face coverings on school transportation (bus)
All Students	Encouraged to wear cloth face coverings. Required to wear face coverings if using school transportation (bus)
Public facing staff (i.e. receptionists/clerical) unless plexiglass partition is in place.	Encouraged to wear a face shield or cloth face mask. Maintain social distancing.
Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e. Nurse, SPED, EL, educator)	Encouraged to wear a face covering.
All staff	Required to wear a cloth face covering.
All Students	Required to wear a face mask. Students will be provided breaks and allowed to remove their mask when outside or in spaces that can accommodate social distancing.

Health & Safety Protocols

Student & Staff Health

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

Identifying Students & Staff at Higher Risk

- Back to School and enrollment processes will include questions asking families to identify if their child is at-risk, based on a health professionals' diagnosis. This information will be provided to the COVID-19 Coordinator who will share the information with the K-12 principal. The coordinator and principal will contact the family and discuss instructional model options.
- The COVID-19 Coordinator and K-12 principal will inquire of all employees if they are at-risk, based on a health professionals' diagnosis. The COVID-19 Coordinator and K-12 principal will work with the employee to coordinate adjustments to the work schedule or workplace.
- When the NDDoH or our Ramsey County Health personnel inform the district of a student or staff member that is COVID-19 positive that information will be passed on to The COVID-19 Coordinator and K-12 principal as allowable within district policy and law.

Isolation & Quarantine

- Definitions (see appendix for more information).
 - Isolation – For people who are already sick from the virus. A prevention strategy used to separate people who are sick with the virus from healthy people.
 - Quarantine – For people who are not sick but have been exposed to the virus. A prevention strategy used to monitor people who were exposed for a period of time.
- Edmore School will follow isolation and quarantine guidelines and directives as set by NDDOH and Ramsey County local health unit.

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

- Student
 - Direct / escort the child to the office.
 - The child shall be provided a facial covering and isolated in the building sick room.
 - Parent / guardian will be contacted to pick up their child.
- Staff
 - Inform your supervisor immediately and wear a face mask / shield until they can be replaced if supervising students at that time. ○ Leave the school building/grounds and consult with a health care professional.

Return to School

- When a student or staff member has been isolated or quarantined as directed by NDDoH or Ramsey County Health they will be allowed to return to school after being cleared by the NDDoH.

Guidance for School Building Level Closure

The Edmore Public School building will be subjected to the following:

- Close contact as defined as being within 6 ft. of another individual for 15 min or greater.
- If a school is closed for any length of time, the district will determine which mode of instruction will resume.
- NDDoH may close a school or district at their discretion.

Facility Accommodations & Protocols

COVID – 19 Communication & Training

- COVID – 19 Staff Training (Health & Safety Plan)

Staff will receive training related to COVID – 19 during the school inservice days before students return to school. Training will include but not limited to: symptoms of COVID – 19, quarantine, social distancing, wearing facial coverings, hand washing & sanitizer use, cleaning protocols & ventilation, rest rooms, drinking fountains, hallways, cafeteria, PE & playground, transportation.

- COVID – 19 Staff Training Use & Wearing Facial Coverings

Staff will receive training of use and wearing facial coverings. Video provided by the CDC will be shown to staff during fall inservice training. Staff will then be required to wear facial coverings if CDC guidelines pertaining to social distancing cannot be achieved.

- COVID – 19 Communication with Families (Safety Plan & Safe Hygiene at Home)

Each student will be issued facial coverings at the beginning of the school year. Parents and students will be informed of CDC guidelines relating to cleaning of facial coverings and proper hygiene at home in order to minimize the spread of COVID – 19.

COVID – 19 Hygiene & Cleaning

- **COVID – 19 Wearing of Masks & Face Shields**

Staff and students may be required to wear facial coverings in line with CDC guidelines. When social distancing cannot be achieved then facial coverings shall be worn. Staff and students shall watch a video relating to the proper use of facial coverings.

- **COVID – 19 Social Distancing**

Social distancing shall be followed according to CDC guidelines when possible. Whenever social distancing guidelines cannot be followed then facial coverings shall be worn. Staff and students shall watch a video relating to proper social distancing.

- **COVID – 19 Hand Washing & Sanitizer Use**

Hand washing and sanitizer use shall be followed according to CDC guidelines. Staff and students shall watch a video demonstrating the proper hand washing techniques and use of sanitizer.

- **COVID – 19 Cleaning Protocols & Ventilation**

All staff and students shall follow proper protocol relating to cleaning and ventilation according the CDC guidelines. Staff shall ensure that proper cleaning takes place in their respective classroom and ventilation is provided in the classroom setting. A log shall be kept by each instructor of date/time when their respective classroom has been cleaned.

- **COVID – 19 Restrooms, Drinking Fountains, Hallways, Transportation**

Custodial staff shall be responsible for cleaning and disinfecting restrooms, locker rooms, drinking fountains, hallways in accordance with CDC guidelines. A log shall be kept with the date & time that cleaning took place.

Bus drivers shall be responsible for cleaning their respective bus according the CDC guidelines. A log shall be kept with the date & time that cleaning took place.

COVID – 19 Physical Distancing

- **COVID – 19 Classroom Social Distancing**

Each staff member shall arrange desks/tables to ensure that proper social distancing occurs. Each staff member is responsible to make sure classroom routines are established to ensure social distancing occurs. In the event a classroom activity requires close proximity between two individuals then facial coverings must be worn until social distancing can be achieved.

- **COVID – 19 Cafeteria Social Distancing**

During breakfast & lunch social distancing shall occur. Groups of students will be established to ensure that social distancing occur while lunch is being served and students are at respective tables eating. Routines relating to maintaining social distancing during lunch will be practiced by staff and students during the first days of school.

- **COVID – 19 Hallway (Passing Time Social Distancing)**

Staff and students shall follow social distancing guidelines according to the CDC while in the school. These routines will be practiced during the first days of school. Social distancing shall be observed at all times including coming to the office to get slips, the use the bathroom, passing time in the hall, entering and exiting the building, and after school activities.

- **COVID – 19 Playground Social Distancing**

Staff and students shall observe social distancing guidelines per the CDC when on the playground. This includes participating in activities that lend themselves to social distancing. Students shall also observe social distancing when lining up for recess and entering into the building after recess. When social distancing cannot be achieved then facial coverings shall be worn until social distancing can occur.

- COVID – 19 Physical Education Social Distancing

Staff and students shall observe social distancing guidelines per the CDC when participating in physical education activities. When social distancing cannot be achieved then facial coverings shall be worn until social distancing can occur.

COVID – 19 Additional Safety Measures

- COVID – 19 Sharing of Materials

The sharing of materials between students shall be kept to a minimum. Whenever possible students shall use their personal materials and not share. CDC guidelines shall be observed whenever possible regarding the sharing of materials among staff and students.

- COVID – 19 Non-Essential Visitors in the School Setting (fitness room, Contractors, Deliveries

Non-essential visitors entering the school shall be minimized.

- Deliveries -- Shall be left inside the first door of the school.
- Contractors -- Shall check in at the office and wear facial coverings while conducting work.
- Fitness Room – Community members shall be allowed to use the fitness room only from 4 – 10 pm daily. The fitness room shall be cleaned each morning at 7 a.m.

Bus Routes/Activity Transportation – Staff and students riding school transportation will be required to wear facial coverings. Social distancing is encouraged of riders while riding in school vehicles. Temperatures will be taken prior to boarding school vehicles.

Operational Guidance

PHASE I

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

Phase II

Priorities:	<ul style="list-style-type: none"> • Encourage students and staff who are symptomatic to stay at home. • Maximize social distancing cohort where possible. • Support blended learning model • Require staff & students to wear face coverings.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. <ul style="list-style-type: none"> ◦ Distancing on a school bus will be unachievable, we encourage parents to consider alternate transportation for their child. • Building routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout the building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be maintained in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled. • Access to campus may be additionally limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Students may be attending school on a hybrid schedule. • Students will be expected to engage in learning opportunities online using Zoom and Edmodo on days they are not in school. • Teachers are expected to conduct classes using Zoom and Edmodo when staff & students are in the home environment. • Limited use of shared materials and supplies when students are in school. • Desks arranged to allow for cohort groups and social distancing where possible and reasonable. • Staff and students working in close proximity will be required to wear a face coving.
Common Areas:	<ul style="list-style-type: none"> • Students will practice social distancing when passing in the hallways, in the classrooms, and in the cafeteria.
	<ul style="list-style-type: none"> • Lunch times & service will be altered to accommodate proper social distancing among staff & students.
Extracurricular& Activities:	Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<p>Share information about how to stop the spread of COVID-19.</p> <ul style="list-style-type: none"> • Share technology support resources for parents.

Phase III

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



BEFORE SCHOOL!



Parents are asked to review this daily health checklist by answering these questions before sending their child to school.

(Parents do not need to send the questionnaire to school)

Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?

Yes____No____

Does your child have a new or worsening shortness of breath? Yes____No____

Does your child have new or worsening cough? Yes____No____

Does your child have a fever of 100.4 or greater? Yes____No____

Does your child have chills?

Yes____No____

Does your child have a sore throat?

Yes____No____

Does your child have a new loss of taste or smell?

Yes____No____



If **YES** to any of the questions **STOP!**

Do not send your child to school. Contact your healthcare provider. Contact your child's school to inform them of your child's absence.



If you are able to answer **NO** to all questions, go to school.

COVID-19: What's the Difference Between Physical Distancing, Quarantine and Isolation?

	PHYSICAL DISTANCING	QUARANTINE	ISOLATION
Who is it for?	People who haven't been exposed to the virus or are not aware of exposure to the virus.	People who don't currently have symptoms of the virus but were exposed to the virus.	People who are already sick from the virus.
What is it?	A precautionary measure used to help prevent the spread of the virus.	A prevention strategy used to monitor people who were exposed to the virus for a period of time to see if they become ill.	A prevention strategy used to separate people who are sick with the virus from healthy people.
Where does it take place?	Takes place outside the home in public places like grocery stores and work environments.	Takes place in a home setting.	can take place in a home when medical attention is not required. Takes place in a hospital when medical care is required.
When do I use it?	At all times until further directed by the ND Department of Health.	If you have recently traveled internationally or have known exposure to the virus.	If you have tested positive or have symptoms and have not yet obtained a test.
How long is it for?	At all times until further directed by the ND Department of Health.	14 days after your last exposure. Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine.	A minimum of 10 days from the beginning of symptoms and 72 hours after your fever is gone without the use of fever-reducing medicine and other symptoms
What does this mean for my daily life?	<p>Avoid large gatherings.</p> <ul style="list-style-type: none"> If you are unable to stay 6-feet away from other people, wear a cloth face covering. or loved ones, particularly those that are elderly or have underlying health conditions that place them at high risks. If possible, work from home. avoid shaking hands or If you become ill and need medical attention, call your health care provider and touching your face. 	<ul style="list-style-type: none"> Stay at home and avoid close contact with others. Do not attend school, work or any other setting where you cannot maintain a 6-foot distance from other people. Call or video-chat loved ones. For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. Monitor your symptoms. If you become ill and need medical attention, call your health care provider. 	<p>Do not leave your home unless have significantly improved.</p> <ul style="list-style-type: none"> are in a home with others, stay in a "sick" room by yourself and, if possible, do not share a If you have a pet and live with For food, medication and others, do not touch your pet. bathroom. other necessities, obtain through friends or family, or use a contactless delivery service. Try to stock up for the Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched If a caregiver cleans your room or bathroom, they should wear a mask and wait as long as possible after you've used the