

Manvel Public School Health & Safety Plan

Committee:	Reentry Coordinator:	Dave Wheeler (Superintendent)
	Team Members:	Melissa Hiltner (Principal) Josh Grosskreutz (Teacher) Molly Love (Teacher) Courtney Sandness (Teacher) Elizabeth Vaudrin (Teacher) Jim Moreland (Plant Manager) Kathy Langowski (School Board President)

"School districts are required to utilize the phases outlined by the North Dakota Department of Health, North Dakota Department of Public Instruction and Governor's Office. The district has created guidelines that correspond with each phase. To accommodate specific needs within the school district and building levels, the district may opt to, as appropriate, implement health and safety measures in a higher tier. This may include, up to, school closures. This will only be done after consultation with Grand Forks County Health and the impacted Building(s) COVID-19 Coordinator. Any change to phase would be immediately communicated to allow for appropriate implementation for families and at the building/district level."

	RED	YELLOW	GREEN
Learning	All Remote	On-site learning will be available with heightened safety precautions. Distance learning will be available as an alternative to live attendance.	New Normal. On-site and Distance learning will be available. District health and safety precautions are in place.
Work	Staff works from home. Essential personnel only in the building	A combination of staff on site as well as staff possibly teaching distance learning from their home	New Normal. Most staff on-site. High risk staff may be working remotely. District health and safety precautions are in place.
Transportation	Only for the delivery of meals if necessary	Would be ongoing for students coming to the building with proper health and safety precautions for drivers and riders.	Would be ongoing for students coming to the building with proper health and safety precautions for drivers and riders.
Meals	Lunch would still be served for the district	Meals would be served on site as well as for those students doing distance learning	Meals would be served on site as well as for those students doing distance learning
	Red/Orange according to ND Restart Plan	Yellow according to ND Restart Plan	Blue/Green according to ND Restart Plan

Health and Safety Plan for YELLOW and GREEN

COVID-19 RESPONSE PLAN	<i>Process for monitoring students and staff for symptoms, history of exposure and absenteeism.</i>	
		Staff, parents, and students will be educated on the signs and symptoms of COVID-19.
		Staff and students will be encouraged to stay home when experiencing symptoms according to the CDC guidelines (i.e., temperature of 100.4 or experiencing symptoms).
		Staff and students will be encouraged to stay home and self-quarantine if they have been in close contact with an individual who is confirmed or suspected to have COVID-19.
		Staff will be required to take temperature each morning prior to going to the school.
		Students exhibiting signs of COVID-19 while at school will be isolated in the backroom of the office while waiting to be picked up by a parent or guardian.
		Students absent from school or self-quarantining will be screened by office staff to determine if symptoms are potentially related to COVID-19.
	<i>Process to identify and protect children and staff at higher risk with an opportunity for continued distance teaching and learning.</i>	
		Distance learning will be available so students at high-risk (or from high-risk families) have an opportunity to learn without coming into the school. Families will contact the Manvel School office to notify the school of the intent to do distance learning.
		Upper Valley document regarding IEP students
		Sharing of classroom tools and resources will be eliminated as much as possible
		Numerous physical distancing and hygiene measures will be in place for all students, including high risk students attending virtual classes as needed.
		High-risk staff will discuss possibility of working remotely with district administration.
<i>Process to rapidly notify parents and staff of exposures in the school setting.</i>		
	Families and staff will be notified immediately of a confirmed case within the school via SwiftK12 (through Powerschool), the Remind app and/or a letter.	
	<i>Process for isolation and quarantine when a staff member, student, or visitor becomes sick or demonstrates a history of exposure.</i>	
		Any staff member who becomes sick will be required to leave the building immediately. Their duties will be covered by other staff within the building until a substitute teacher arrives.
		Any student who becomes sick at school will be sent to the office. The student's temperature will be taken and the student will be isolated in the backroom of the office until a parent or guardian picks them up.
	<i>Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school.</i>	
	The CDC guidelines will be followed for positive cases and close contacts, 14 days and at least 3 days without a fever.	

POSITIVE OR CLOSE CONTACT	<p>A close contact is defined as a person who spends a prolonged period of time (15 minutes) within 6 feet (2 meters) of a person that has been diagnosed with COVID-19 up to 2 days prior to their illness onset. Close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with someone that has been diagnosed with COVID-19. Just being in an indoor environment with someone is not necessarily a close contact.</p>	<p>Isolation separates sick people with a contagious disease from people who are not sick. This refers to the person who tests positive for COVID. The Dept of health will isolate positive tests, typically in their home.</p>	<p>Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms. There is no guarantee you are sick when asked to quarantine but if you are defined as having close contact with someone who is a positive test, quarantine will occur through contact tracing.</p>
	<p>In the event that a teacher is contacted by DOH and asked to quarantine we will use the following chain for leave: 1) FFCRA, 2) Sick Leave, 3) FMLA</p>		
	<p>Distance learning will occur for any child that is on quarantine or isolation.</p>		
	<p>Process for a confirmed case within the district</p>		
	<p>Families and staff will be notified immediately of a confirmed case within the school through SwiftK12 (through Powerschool), the Remind app, and email.</p>		
	<p>In the event of a positive test in the building, the classroom that is affected will close for 2 days to allow for contact tracing to take place within the class and the students in that classroom will go to distance learning for those 2 days. Additional students, those in special groups/activities or those on a certain bus route(s) may also be required to distance learn for those 2 days while contact tracing and potentially replacing staff takes place.</p>		
	<p>During distance learning, staff and students should monitor for temperature and other symptoms.</p>		
	<p>At the discretion of administration, a decision to require certain grade levels and/or the entire school to move to distance learning for up to 14 days may be made. Situations that may require this additional action include but are not limited to: 1) A loss of staff that makes teaching/supervision not possible for all students, 2) A high number of positive cases or close contacts that makes the building unsafe for students and adults.</p>		
<p>When a staff member is quarantined, he/she may be expected to work remotely depending on numerous factors.</p>			
COMMUNICATION & TRAINING	<p>Train all faculty and staff on the implementation of the Health and Safety Plan.</p>		
	<p>Training will be provided during Professional Development days.</p>		
	<p>Train all faculty and staff on appropriate use and wearing of facial coverings.</p>		
	<p>Training will be provided during Professional Development days.</p>		
	<p>Plan for ensuring ongoing communication with families around the elements of the local Health and Safety Plan, including ways that families can practice safe hygiene in the home.</p>		
	<p>A video introduction to the Health and Safety Plan will be available prior to the first day of school.</p>		
	<p>The Health and Safety Plan will be posted on the school website.</p>		
<p>Information regarding the signs and symptoms, hand hygiene, preventing the spread and more will be available on the school website and shared via Facebook, Remind, and/or email on a regular basis. Posters will be displayed at the school.</p>			
HYGIENE & CLEANING	<p>Facial coverings (masks or face shields) should be worn by staff and students when social distancing is not possible.</p>		
	<p>All students (PreK - 8) will be required to have a mask available while on the bus and in the school building.</p>		
	<p>Masks will be required any time social distancing cannot be maintained including transitioning between rooms/in the hallways, while in small groups, during one-on-one instruction, and while riding on buses. In addition, staff may request masks be worn at any other time as deemed necessary for the safety of the staff and students.</p>		
	<p>Parents and visitors will be required to have a mask on before entering the building.</p>		
	<p>Portable dividers for tables will be available in lieu wearing masks of when social distancing cannot be maintained in the classroom.</p>		
	<p>CDC Link to mask information</p>		<p>New guidelines on masks and Close Contacts</p>
	<p>Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices.</p>		
	<p>Students will be educated on proper hand washing technique.</p>		
	<p>Hand sanitizer will be available throughout the school including at each entrance and in each classroom. Bathrooms will be supplied with adequate soap and paper towels.</p>		
	<p>Students and staff will wash their hands or use hand sanitizer every time they leave AND enter a room.</p>		
	<p>Students will be educated on proper technique for covering coughs and sneezes.</p>		
	<p>Protocols for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students</p>		
	<p>Teachers and/or students will clean tabletops/desks, high-touch surfaces, and student centers each time the class leaves for an elective and lunch/recess.</p>		
<p>The custodial team will clean each room thoroughly at the end of each day.</p>			
<p>Restrooms will be cleaned hourly after classes have transitioned to the next class period.</p>			
<p>Hallway, lockers and common areas will be cleaned and disinfected a minimum of two times per day by the custodial team.</p>			
<p>Doors will remain open when possible to limit high touch surfaces and improve air circulation.</p>			
<p>Windows will be opened when possible to allow fresh air into the classroom.</p>			

	Bus seats will be sanitized after each trip by the bus driver or designee.
PHYSICAL DISTANCING	Protocols for classroom/learning space occupancy that allow for separation among students and staff throughout the day to the maximum extent feasible
	Seating will be 6 feet apart. Any time there is not a six feet separation, plastic dividers and/or face masks will be used.
	Mixing of classes will be limited. Walk to Read will not be used. Middle School electives will be class rotations to keep class groups together. Middle school teachers will move from room to room in almost all instances. Science labs would require the students to move to the Science room for that instruction. Advanced math students will maintain social distancing or will use a mask and/or plastic divider.
	PK-4 music will happen within their classrooms to start the school year rather than transition to the music room.
	Sharing classroom resources and supplies will be limited whenever possible. Items that must be shared will be sanitized as feasible.
	Protocols for the use of cafeterias, commons areas and other congregate settings for students, faculty and staff
	Lunch times will be staggered and additional tables will be added to ensure social distancing of the cafeteria. If social distancing still can't be maintained, classrooms will be used by some classes.
	Recess times will be staggered allowing for social distancing of the outside play areas.
	Playground equipment will be cleaned between classes utilizing the equipment.
	Lockers will be accessed twice per day by middle school students (morning and lunch) to minimize hallway congestion during transition times.
	Arrivals and departures will be staggered to minimize congestion.
	Buses will require 1 person per seat. When that can't be done:
	- Family members will sit together
	- Masks will be required of all riders including bus drivers
	- An extra route may be added to our transportation pool as feasible.
	Dividers will be installed in the office.
	Any time class groups need to mix (i.e., Mustang Mornings, After School Program), classmates will be kept together and masks will be required if social distancing cannot be maintained.
When weather permits, utilization of outdoor spaces is recommended.	
Outdoor spaces will be encouraged as weather permits. Classes will not mix and social distancing requirements will be followed.	
ADDITIONAL SAFETY MEASURES	Protocols for limiting the sharing of materials among students to the maximum amount feasible.
	Sharing classroom resources and supplies will be limited whenever possible. Items that must be shared will be sanitized as feasible.
	Alternative options will be considered for meal distribution to minimize high touch items.
	Books and other shared resources will be quarantined for a minimum of 24 hours, more time if possible, between use when feasible.
	Protocols for identifying and restricting non-essential visitors and volunteers.
	Non-essential visitors and volunteers will be limited.
	All visitors will be required to have a face covering prior to entering the school.
	Community events that cannot maintain social distancing will not be held or will use an alternative format.
	Protocols for adjusting space occupancy on buses that allow for separation among students to the maximum extent feasible.
	Masks will be required if social distancing cannot be maintained. Additional bus routes will be added if feasible.
	Approved by Board 8/3/2020