

# Waterville-Elysian-Morristown Safe Return to School Plan 2020-2021



As WEM continues to review, refine and implement guidance from Minnesota Department of Health, Minnesota Department of Education and work with our local school board the plan we have created is subject to change. Changes will reflect the guidance provided and state/local decisions.

The health, safety, security and educational well-being is our number one priority.

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Home of the Buccaneers

# Timeline



Group Meeting August 4 (Completed)

MSHSL Meeting August 4 (Completed)

School Board Study Session August 10 (Completed)

Supervisor's Meeting August 12 (Completed)

Group Meeting August 13 (Completed)

Community Communication August 17

District Conferences September 8-11



# Potential Scenarios planned for:

## Overview

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

- Students and teachers should minimize close contact and follow all other required and recommended MDH guidelines.

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

- Students and teachers should maintain six feet of social distancing and follow all other required and recommended MDH guidelines.

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

- Students and teachers will continue to be engaged daily in teaching and learning.
- Prioritize continuing to provide critical services such as food services to support the health and safety of students.
- Provide guidance to teachers regarding delivery of distance learning and expectations during distance learning.

## How do schools determine their safe learning model?



Based on local COVID-19 data, experts at the Departments of Health and Education will partner with local school districts and charter schools to help determine if schools begin the year in-person, distance learning, or a hybrid of both.



Local school districts use this guidance and community expertise to make their plans for the 2020-2021 school year.



Public schools communicate their plan to parents and students and emphasize that plans are likely to change as the pandemic evolves and that they will continue to offer a distance learning option should a parent choose to keep their student home.

2020-21 SCHOOL YEAR

**mi** MINNESOTA

## Safe learning models:



Distance learning



Hybrid learning



In-person learning



# How learning option is decided

<b>Policy Option</b>	<b>Range (14-day case rate per 10,000 people)</b>
In-person learning for all students	0 to less than 10
Elementary in-person, Middle/high school hybrid	10 to less than 20
Both hybrid	20 to less than 30
Elementary hybrid, Middle/high school distance	30 to less than 50
Both distance	50 or more

Review every 2 weeks

Understanding is that districts with shared county tax base/campus locations the number is pulled from the conservative reporting.



# Returning to School 2020-2021

MDE Guiding Principles for planning:

- Practice servant leadership
- Treat everyone with respect and dignity
- Do the right thing, especially when it is difficult
- Ask how your actions are reinforcing or removing structural inequity
- Promote the common good over narrow special interests
- Be accessible, transparent, and accountable
- Include voices from communities who will be most impacted.



Purpose: Ensure that every student in the state of Minnesota receives an equitable education and has equal access to learning and instruction during the COVID-19 pandemic.

# Expanded Entrance Conferences:

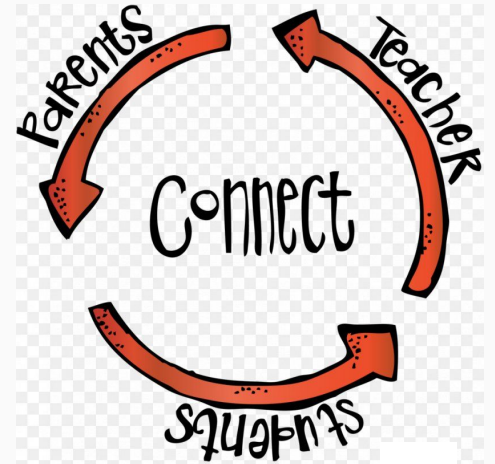
Entrance Conference will be scheduled for all students Pre K-12th Grade. Students will meet with their homeroom teacher (PreK-6) or advisor (7-12). District information will be addressed during the entrance conference, students will receive their technology device and school supplies will be brought into the classroom (PreK-6).

Entrance conferences will take the place of our yearly Back to School Open House. Building secretaries will assist in scheduling.

During entrance conferences students (7-12) will be able to take care of any permissible schedule changes. This will be the only time during 1st semester changes will be allowed.

# 4+/- days Entrance Conferences-all scenarios

- K-12...CONNECTIONS!
- Staggered schedules
- Pass out device
- Pass out text books
- Pass out other materials
- Schedule changes
- Opportunity to explain all scenarios and how we will flex throughout the year
- Great opportunity to connect with families and our students
- Scheduled times, 2 people limit
- Elementary can bring in school supplies to their desks
- Backpacks (7-12th Grade)



# K-12 Distance Learning by Choice Plan: WEM Academy



# WEM Academy-Distance Learning

Is an option for families who are uncomfortable sending their students to school at this time. We would ask for a commitment by the quarter.





# PreK-6: WEM Academy-Distance Learning

## **Streaming platform:**

**PreK-3:** SeeSaw

**4-6:** Schoology

## **Daily Expectations:**

Students will have learning opportunities available each day. Opportunities may include activities like:

- Recorded mini lessons
- Staff interaction with students daily
- Same curriculum as students in person or hybrid

All daily activities/work/tasks/assignments will be posted on Schoology or SeeSaw by 8:35 a.m. each day by teachers.

# 7-12th WEM Academy-Distance Learning

## **Live stream platform:**

7-12: Schoology, Google Hangout, Zoom

## **Daily Expectations:**

Students will have learning opportunities available each day. Opportunities may include activities like:

- Recorded mini lessons
- Staff member interaction with students
- Opportunities for peer to peer activities
- Students will access same curriculum as in-person/hybrid students

All daily activities/work/tasks/assignments will be posted on Schoology each day by teachers/counselors/student success coordinator.

# K-12 In Person Learning Plan



# K-12th Grade In-Person Plan (Traditional)

## **PreK-12**

The in-person learning scenario allows students in kindergarten through sixth grade to attend school in-person Monday-Friday. Schools will create as much physical space between students and teachers as is feasible during the day. However, we cannot guarantee they can strictly enforce six feet of physical distance at school.

# In Person (Traditional) Daily Expectations

- PreK-12th Grade students will attend Monday-Friday in classes at 100% capacity.
- Students will report to their assigned classroom.
- When students arrive at school they will be directed to classrooms instead of congregating in large groups
- Movement throughout the building will be limited to help limit the risk of exposure to other groups of students.
- There will be no large group assemblies.
- Individual classroom seating will be set up based on square footage, to allow for 6 feet of social distancing among students and staff wherever possible.
- High-touch surfaces will be disinfected regularly throughout the day. Whenever possible, students will have their own materials to use in class. Classrooms, and shared materials will be disinfected between uses
- The school will post signs to help remind staff and students about social distancing guidelines (directional flow, six feet reminders and examples, etc.)
- Elementary grade levels will utilize a scheduled rotation of outdoor locations in efforts to provide recess appropriately following the social distancing guidelines.



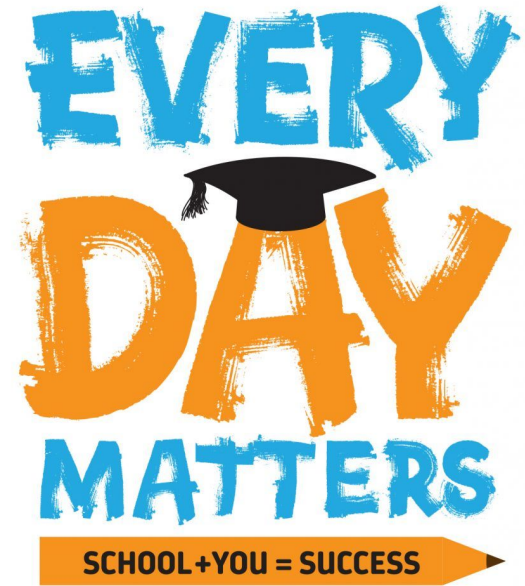
# Schedule & Attendance

## **Schedule:**

Teacher daily hours will be 7:40 a.m.-3:40 p.m.  
Student hours will be 8:30 a.m.-3:15 p.m.

## **Attendance:**

Regular attendance expectations will be in place during In-Person Learning for K-12th grade students.



# Grading Expectations

## Grading:

Grading will be done in the traditional method using the WEM grading system. Grading scales and expectations will also be addressed at entrance conferences.



# Additional Information for Students 7-12th Grade

## **Additional Course Instruction and Support for 7-12th Grade**

Building Counselors/Student Success Coordinator will prepare a planner board daily for all students and parents to access. This will allow students to organize tasks for each class.

All daily activities/work/tasks/assignments will be posted on Schoology by 8:35 a.m. each day by teachers. Daily planner boards will be posted and updated by 9:20 a.m. each day by counselors/student success coordinator.

Teachers are encouraged to create a 'Week at a Glance' document and post on Schoology to allow students and parents time to review key concepts, organize time outside of class instruction and have a forecast of the week's expectations.

The principal will produce a grade list and missing work lists each Monday and share with the school counselor/student success coordinator. The counselor/student success coordinator will communicate with the student and parents to assure the student is receiving the support they need to be successful.

# Additional Information for Students 7-12th Grade

## **Additional Course Instruction and Support for 9-12th Grade**

High School students can choose to take a no-credit option for semester classes. No-credit option will be available in a formal form which must be completed by the student and parent(s) no later than December 18, 2020 for Semester I and May 14, 2021 for Semester II. Once the formal form is completed the student and parent will meet with the school principal, school counselor and teacher(s) that no credit is being requested for, a determination of the no credit request will be made prior to the final day of the term. No credit option will not damage a student's GPA nor will it count towards credit completion. If a student chooses to take a no-credit option for a specific course the student will continue to be enrolled and work towards completion of the course. No-credit option paperwork will be available December 1, 2020 and May 3, 2021.

# Hybrid Model Requirements

## Required for In-Person and Hybrid Learning

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

## Required for Hybrid Learning

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



# K-6 Hybrid Plan



# K-6 Plan

In the hybrid learning scenario, students in kindergarten through sixth grade will attend school in-person Monday-Friday each week.

In some cases WEM will need to add an additional section to assure for room capacity maximums. We will be utilizing specialist staff, resource staff and any additional available staff.

Band/Choir/Specialists/Recess/Lunch: Will look different in a hybrid model

# Daily Expectations:

- Prek-6 students will attend Monday-Friday in classes at 50% capacity.
- Students will report to their assigned classroom.
- When students arrive at school they will be directed to classrooms instead of congregating in large groups
- Movement throughout the building will be limited to help limit the risk of exposure to other groups of students. Lunch will be delivered to classrooms. Special area teachers will come to classrooms for instruction. Physical education will utilize outdoor spaces whenever possible.
- There will be no large group assemblies.

- Individual classroom seating will be set up based on square footage, to allow for 6 feet of social distancing among students and staff.
- Paraprofessionals may be utilized to support supervision of students during independent work time
- High-touch surfaces will be disinfected regularly throughout the day.  
Whenever possible, students will have their own materials to use in class.  
Classrooms, and shared materials will be disinfected between uses
- The school will post signs to help remind staff and students about social distancing guidelines (directional flow, six feet reminders and examples, etc.)
- Elementary grade levels will utilize a scheduled rotation of outdoor locations in efforts to provide recess appropriately following the social distancing guidelines.
- Departmentalization is possible, but teachers must move instead of students
- Extensions or WIN times must be within students homeroom
- Staff work together to support 50% capacity requirements

# Schedule & Attendance

## **Schedule:**

Teacher daily hours will be 7:40 a.m.-3:40 p.m.

Student hours will be 8:30 a.m.-3:15 p.m.

Staggered release based on transportation needs/routes.



## **Attendance:**

Regular attendance expectations will be in place during hybrid learning for K-6 students.

# Grading Expectations

## **Grading:**

Grading will be done in the traditional method using the WEM grading system. Grading scales and expectations will also be addressed at entrance conferences.



# 7-12 Hybrid Plan



# 7-12 Plan

## **Daily Expectations:**

When students arrive at school they will be directed to classrooms instead of congregating in large groups.

Movement throughout the building will be limited to help limit the risk of exposure to other groups of students. Lunch will be delivered to classrooms. Special area teachers will come to classrooms for instruction. Physical education will utilize outdoor spaces whenever possible.

There will be no large group assemblies. This could/will change as guidance allows.



# 7-12 Plan

Individual classroom seating will be set up based on square footage, to allow for 6 feet of social distancing among students and staff. Greater spacing for disciplines that are required based on guidance.

High-touch surfaces will be disinfected regularly throughout the day. Whenever possible, students will have their own materials to use in class. Classrooms, and shared materials will be disinfected between uses

The school will post signs to help remind staff and students about social distancing guidelines (directional flow, six feet reminders and examples, etc.)

# 7-12 Lunch Details

4th Hour and Lunch will be a combo 'Super Hour'

4th Hour + Lunch=90 minutes

Lunch will be broken up into 3 parts

Morristown: Served in Cafeteria (145 students/2 (50%)=73 students)

High School: Served in Cafeteria (238 students/2 (50%)=119 students)

Limited ala carte items

Food will be served to students, not self-served

Students stand at markers 6 feet apart while they make their way through the lunch line.

Cafeteria tables will be marked for sitting areas allowing for social distancing.



# 7-12 Lunch Details: Schedule

Lunch A	Lunch B	Lunch C
25 students (Morristown) 20 students (Waterville)	25 students (Morristown) 20 students (Waterville)	25 students (Morristown) 20 students (Waterville)
Max: 25 (Morristown) Max: 37 (Waterville)	Max: 25 (Morristown) Max: 37 (Waterville)	Max: 25 (Morristown) Max: 37 (Waterville)
<u>Supervision (5 minimum)</u> Building Counselor, Paras, specialist (no travel), SSC, principal, SRO	<u>Supervision (5 minimum)</u> Building Counselor, Paras, specialist (no travel), SCC, principal, SRO	<u>Supervision (5 minimum)</u> Building Counselor, Paras, specialist (no travel), SSC, principal, SRO

Lunch A Group: Lunch followed by Instruction

Lunch B Group: Instruction followed by Lunch and back to Instruction

Lunch C Group: Instruction followed by Lunch

# 7-12 Hybrid Plan

## **Course Instruction and Support**

Students will be divided into half. Students will be grouped and identified as a Day 1 & 4 student or a Day 2 & 5 student. When a student is not present in the classroom they will have materials and assignments to complete at home when not in the school building. Instruction will follow MN Standards.

Monday/Thursday: Day 1 & 4 Students In-Person

Tuesday/Friday: Day 2 & 5 Students In-Person

Wednesdays: Day 3 = Distance Learning for ALL (Follow 7-12 Grade Distance Learning Plan)

# 7-12 Hybrid Plan

Building Counselors/Student Success Coordinator will prepare a planner board daily for all students and parents to access. This will allow students to organize tasks for each class.

All daily activities/work/tasks/assignments will be posted on Schoology by 8:35 a.m. each day by teachers. Daily planner boards will be posted and updated by 9:20 a.m. each day by counselors/student success coordinator.

# 7-12 Hybrid Option

Teachers are encouraged to create a 'Week at a Glance' document and post on Schoology to allow students and parents time to review key concepts, organize time outside of class instruction and have a forecast of the week's expectations.

The principal will run a grade list and missing work lists each Monday and share with the school counselor/student success coordinator. The counselor/student success coordinator will communicate with the student and parents to assure the student is receiving the support they need to be successful.

Building office staff will follow-up with parents when a student is not present. Teachers will follow-up with students and parents when missing work is occurring. Chronic absenteeism or missing will be referred to the school counselor/student success coordinator and building principal.

# 7-12 Hybrid Plan

## **Attendance**

Students will be required to attend each class daily during their assigned days in district buildings and be active online during distance learning days. Teachers are responsible for taking attendance based on student presence in virtual class meetings. If a student is absent a parent should email or call the school office to report the student absence. Teachers will report attendance in JMC. Building counselors will communicate with building admin assistants and make contact with families when a student is unexcused for a class/day.

If students fail to meet attendance requirements per state/county and/or student handbook policy further action will be taken following steps provided by specific entities.





# 7-12 Hybrid Plan

Grading will be done in the traditional method using the WEM grading system. Grading scales and expectations will also be addressed and supplied to students by staff in course syllabus' at the beginning of the school year and at quarter/semester transition when a new course begins. Syllabus' will also be available on Schoology and accessible at any point the student or parent needs to reference.

A grade report will be reviewed weekly and shared with staff. Classroom teachers and school counselors/student success coordinator will contact students and parents if a student is earning a failing grade.

# 7-12 Hybrid Plan

Grades will be final on report cards quarterly for 7-8th graders and at the end of the semester for 9-12th graders. At the completion of quarters 1 and 3 students in 9-12th grade will receive a mid-semester grade report from their classroom teacher. End of quarter/semester grades will be available and reflected both in Schoology as well as JMC.

High School students who fail a course (semester or full-year) will need to retake the course either the following school year, at night school through Waseca Area ALC or in the summer during summer credit recovery at Waseca Area ALC.

# K-12 Distance Learning for all Plan



# Distance Learning PreK-6

## PreK-12

In the event that the whole district would need to do distance learning, all students Prek-12 will receive their instruction from home.



# Online platform

## Online platform:

**Prek-3:** SeeSaw

**4-6:** Schoology

For live instruction Zoom or Google Meets

**7-12:** Schoology

For live instruction Zoom or Google Meets



# Daily Expectations

## **Daily Expectations:**

Students will have learning opportunities available each day. Opportunities may include activities like:

- Recorded mini lessons
- Teacher interaction with students using live stream platform
- Opportunities for peer to peer activities
- Small group meetings/activities throughout the day

All daily activities/work/tasks/assignments will be posted on Schoology or SeeSaw by 8:35 a.m. each day by teachers. Face to face lessons/support will be scheduled daily.

# Schedule & Attendance (PreK-6)

## **Schedule:**

Each student will be engaging with their teachers on a regular basis. Each classroom teacher will schedule daily live instruction, times to be determined. Any live lessons will be recorded and posted in the case of students unable to attend in person instruction.

## **Attendance:**

Understanding that student K-3 might need assistance to log in for virtual , student attendance will be taken by student interaction with the teacher or evidence of log in to new material. Teachers will communicate to the counselor students who are not regularly attending live stream lessons, logging in to online platforms turning in work.

# Schedule & Attendance (7-12)

## ***Schedule***

*A portion* of the hour indicates direct daily instruction from students and teachers.

*B portion* of the hour indicates student:teacher assistance, further instruction and content discussion, peer reviews, small group, 1:1 tutoring, curriculum practice, etc.

Teacher day will be from 7:40 a.m.-3:40 p.m.

(Teachers will report to the building they are assigned to daily).

Student day will be from 8:40 a.m.-2:50 p.m.

Lunch for both teachers and students will be from 11:50 a.m.-12:30 p.m.



# Schedule & Attendance (7-12)

<i>Teacher Prep/Student Organization</i> 7:40-8:35 a.m.	<i>Daily Student Assignments Posted on Schoology</i> 8:35 a.m.	<i>1st Hour</i> 8:40-9:00 a.m. (A) 9:00-9:20 a.m. (B)
<i>Planner Board Updated by Counselor</i> 9:20 a.m.	<i>2nd Hour</i> 9:30-9:50 a.m. (A) 9:50-10:10 a.m. (B)	<i>3rd Hour</i> 10:20-10:40 a.m. (A) 10:40-11:00 a.m. (B)
<i>4th Hour</i> 11:10-11:30 a.m. (A) 11:30-11:50 a.m. (B)	<i>Lunch</i> 11:50-12:30 p.m.	<i>5th Hour</i> 12:30-12:50 p.m. (A) 12:50-1:10 p.m. (B)
<i>6th Hour</i> 1:20-1:40 p.m. (A) 1:40-2:00 p.m. (B)	<i>7th Hour</i> 2:10-2:30 p.m. (A) 2:30-2:50 p.m. (B)	<i>Staff Prep or Meetings (PLCs, SAT, IEPs, etc)</i> 2:50-3:40 p.m.

# Schedule & Attendance (7-12)

## **Attendance**

Students will be required to attend each class daily. Teachers are responsible for taking attendance based on student presence in virtual class meetings. If a student is absent a parent should email or call the school office to report the student absence. Teachers will report attendance in JMC. Building counselors will communicate with building admin assistants and make contact with families when a student is unexcused for a class/day.

If students fail to meet attendance requirements per state/county and/or student handbook policy further action will be taken following steps provided by specific entities.

# Grading and Student Work (7-12)

## **Student work and Grading**

Student work will be graded daily and reflected in Schoology. Missing work will be marked to reflect what has not been completed by the student. Missing work will not receive a **permanent** decrease in grade until it is a week late. After a week late (5 school days) the missing work will turn into a zero.

Grading will be done in the traditional method using the WEM grading system. Grading scales and expectations will also be addressed and supplied to students by staff in course syllabus' at the beginning of the school year and at quarter/semester transition when a new course begins. Syllabus' will also be available on Schoology and accessible at any point the student or parent needs to reference.

A grade report will be reviewed weekly and shared with staff. Classroom teachers and school counselors/student success coordinator will contact students and parents if a student is earning a failing grade.

# Grading and Student Work (7-12)

Grades will be final on report cards quarterly for 7-8th graders and at the end of the semester for 9-12th graders. At the completion of quarters 1 and 3 students in 9-12th grade will receive a mid-semester grade report from their classroom teacher. End of quarter/semester grades will be available and reflected both in Schoology as well as JMC.

High School students who fail a course (semester or full-year) will need to retake the course either the following school year, at night school through Waseca Area ALC or in the summer during summer credit recovery at Waseca Area ALC.

# Access for all District Students

## **Devices and Access:**

Students will have access to district devices.  
We will help to support those with no or limited internet at home.



# WEM Transportation Plan



# Transportation: Traditional Learning

Routes will be instrumented by routes/household.

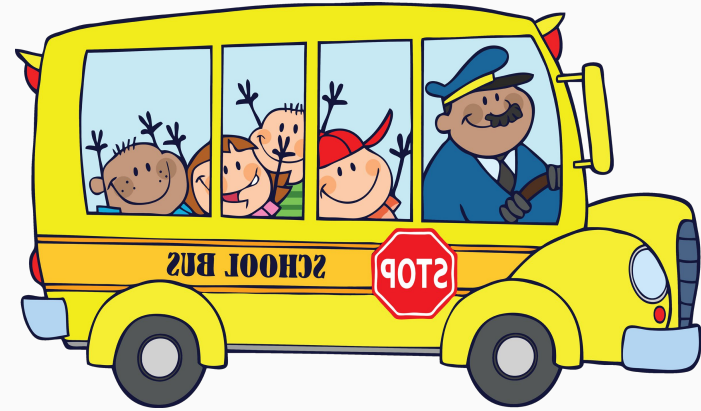
Social distancing will be in place whenever possible.

Masks will be mandatory on the bus at all times.

Disinfection of the seats and high surface touch areas will be conducted daily and after/before each route.

Masks will be available on the bus as a backup for students. Bus drivers will wear a mask at all times.

Professional Development will occur as needed to assure for best, safe practices.



# Transportation: Hybrid Learning

K-6 students may be separate from 7-12 bus routes. In particular when a model is in place that would have elementary students in traditional learning and secondary students in a hybrid model. Due to separate bus routes, times of pick-up and drop-off may vary. Bus capacities will be capped at 50%. Overage may occur if multiple students on the bus are from the same family. Routes will run both a.m. and p.m. routes. Disinfection of the seats and high surface touch areas will be conducted daily and after/before each route.

Transportation will not be utilized for students who are distant learning. Transportation equipment will continue to be sanitized and best guidance and practice for health and safety will be implemented in preparation for student transport.

All persons driving or riding in a school transportation vehicle must wear a face covering. An extra supply of face coverings should be maintained on school transportation vehicles for riders who forget to bring their own.



# Transportation: Hybrid Learning

Arrange seating to maintain 6 feet of distance between driver and passengers, recognizing that it is not always feasible.

Clean and disinfect transportation vehicles regularly (surfaces near driver seat, hard seats, door handles, seat belt buckles, door and windows and grab handles) between routes.

Keeping doors and windows open between routes to let bus air out.

Drivers will be monitoring students for illness and reporting it.

If a driver becomes ill they will be asked to exit the bus and a back up driver in good health will transport the students.

# Transportation: Hybrid Learning

WEM will be limiting the number of students on a bus to 50% maximum occupancy. One person per seat staggered left to right with exceptions of household members sharing a seat.

WEM will provide hand sanitizer, tissues and disinfectant wipes on each bus.

Driver will be keeping the windows slightly opened while the vehicle is in motion to help increase air circulation depending on outside temperature.

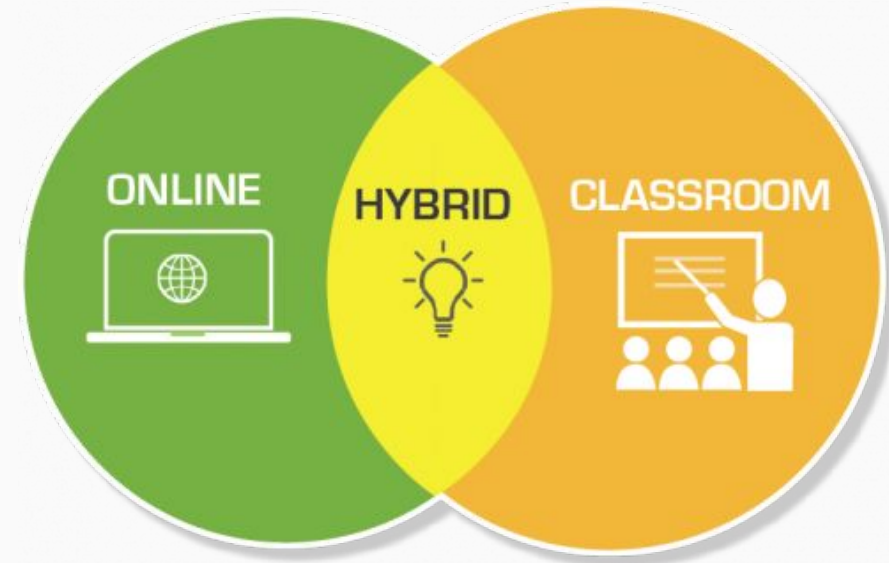
As for loading and unloading the drivers will do their best for keeping kids separated.

# Transportation: Hybrid Learning

WEM Transportation will do everything to keep your kids safe.

Transportation will continue to maintain district vehicles and assure they are clean and safe for entry for all passengers when education is delivered in the in-person or hybrid models.

Training and regular meetings within the transportation department/employees will occur to assure for best and safe practices.



# Transportation: Distance Learning

Transportation will not be utilized for students who are distant learning.

Transportation equipment will continue to be sanitized and best guidance and practice for health and safety will be implemented in preparation for student transport.

Transportation will continue to maintain district vehicles and assure they are clean and safe for entry for all passengers when education is delivered in the in-person or hybrid models.

Training and regular meetings within the transportation department/employees will occur to assure for best and safe practices.

# WEM Sanitation/Safety Plan



# Sanitation and Safety Plan

Physical Spaces Floor Markings To indicate 6 foot separation in high traffic areas.

Increased signage in Hallways, entry/exits, restrooms, lunch line

Signage Posted to increased awareness of hand hygiene, physical distancing

Hand Sanitation washing stations available for regular and frequent use. Updated no-touch washing stations, water bottle spouts and toilets have been installed.

Creating space for distancing,

Minimize use of shared spaces (media center, cafeteria, hallways, etc.)

Increased cleaning/disinfection protocols

Cleaning Increased daily and weekly cleaning and disinfecting protocols

# Sanitation and Safety Plan

## **Hygiene**

Intentional teaching and reinforcement of handwashing practices

Intentional teaching and reinforcement of coughing/sneezing practices

Increased, purposeful placement of signage

## **Face Coverings**

Based on the Governor's Executive Order (20-81), face coverings are required for all people within all school buildings and school busses. Alternatives will be provided for those who cannot wear face coverings.

## **Visitors**

Limit non-essential visitors and visits

Self Screening Checks at Entrances

Limit exposure and provide digital alternatives to in-person visits

# Sanitation and Safety Plan

Daily Tasks	Frequency
Clean & Sanitize "high-touch" areas - Non Public Areas	2x Per Day
Empty Trash Cans (small and large) / Clean Exterior / Reline	Daily
Empty Recycle / Clean Exterior / Reline	Daily
Spot Clean Glass	Daily
Dust mop floors using Treated Dust Mop	Daily
Vacuum carpet using a dual-motor upright or wide-area vacuum	Daily
Clean & Sanitize student desks and chairs	2x Per Day/After Each Class Exchange



# Sanitation and Safety Plan

Daily Tasks	Frequency
Spot mop floor	Daily
Disinfect sinks and countertops using disinfectant	Daily/After Each Class Exchange
Check and refill hand soap and paper towel dispensers	2x Per Day
Spot clean vertical surfaces in high traffic areas	Daily
Bathroom walk-through, disinfect countertops, paper towel dispensers, toilets, stall doors	3x Per Day
Dust using a synthetic/feather duster	Daily

# Sanitation and Safety Plan

Daily Tasks	Frequency
Disinfect entry/exit doors	2x Per Daily
Disinfect cafeteria tables	Before/After Each Lunch
Disinfect door and cabinet handles	Daily
Clean and disinfect drinking fountains	Daily
Refill classroom and office spaces with disinfecting and cleaning equipment	Daily
Maintain regular cleaning and disinfection procedure for rooms, locker rooms, gymnasiums and high traffic	Daily

# WEM Food Service Plan



# Food Service

Food service will be available to all K-12 students no matter what model the district is using. Lunch and breakfast will be offered. Student lunch accounts will be charged according to meals provided to individual students. Meal charge applies in all student learning models.



# Food Service:

## In Person:

- Breakfast and lunch will be available to students on-site daily
- Meal times may be relocated to small-group settings outside of the cafeteria, including classroom spaces
- Nutrition services will following all protocols established by MDH including face coverings.
- Students will wash hands before and after meal service.

## Hybrid Model:

- Breakfast and lunch will be available to students on-site daily
- Meals will be delivered to classrooms K-6 and staggered lunch time to support 50% capacity will be used 7-12
- Lunches will be available for pick up for students on a distance learning schedule

# Food Service Cont.

## Distance Learning:

- Any student distance learning either by choice or because of district model being used, will have breakfast and lunch available for pick up upon ordering.
- Daily pick up from 11:30-12:30 p.m. (subject to change).
- Food service pick-up location will be at the main high school doors in Waterville and at the East Ann St. Entrance doors (at gym entry) in Morristown.

- Food service orders must be placed 24 hours in advance for the following day's pick-up. Orders will be placed and processed via a Google Form. A link will be posted on the district website homepage.



# WEM Mental Health Plan



## Mental Health and Counseling for K-12

Mental health and counseling services will be available to students as need arises. Access to building counselors will be available and provided daily.

WEM will continue to work with Counseling Services of Southern Minnesota to provide services to students who take advantage of the option. Building counselors will be the point of contact for assisting students and families with services.

WEM will access and provide support through local county services for Children's Mental Health via Rice County, Le Sueur County, Waseca County and Blue Earth County. Support through county services is accessed through county location of home residence.

District school nurse is able to provide mental health insight and support to counselors and students/families.



# WEM Health/Safety Plan



## **DAILY HOME SCREENING FOR STUDENTS AND STAFF**

Use this checklist every day before your child leaves for school to determine and/or close contact/potential exposure:

### **Symptoms**

If your child has any of the following symptoms it indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

Please check your child for these symptoms:

- Temperature 100 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Vomiting, diarrhea, abdominal pain
- New onset of severe headache, especially with fever

## Health/Safety Plan (continued)

### **Close contact/potential exposure**

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to SARS CoV-2
- Traveled to or lived in an area where local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases.
- Live in areas of high community transmission while the school remains open.

If “Yes” is the answer to any of the above questions, keep the student at home and notify the school of your child’s absence. Confidentiality will be maintained at all times.

Students and employees exhibiting symptoms of COVID-19 without other obvious explanations are asked to stay home. If they do come to school, they will be sent home immediately to help prevent the spread of illness.

### **HOW WILL STUDENTS AND STAFF BE SEPARATED WHILE IN SCHOOL IF EXHIBITING SYMPTOMS?**

Each school building will have an isolation room or space separate from the nurse's office where students or employees who may have symptoms of COVID-19 will wait to be evaluated or picked up. Only essential staff and students assigned to the isolation room or space may enter.

Each person who enters the room will sign in to create a record for potential contact tracing. The room will be disinfected and sanitized several times throughout the day. Strict social distancing is required and staff will wear appropriate personal protective equipment (PPE). Staff will assist students who are ill by helping them get to their parents/guardians.

### **WHAT WILL HAPPEN WHEN THERE IS A CONFIRMED CASE OF COVID-19 IN THE SCHOOL BUILDING?**

When it's confirmed that a person infected with Covid-19 was in a school building, Waterville-Elysian-Morristown Public Schools (WEM) will:

- Contact the local health department
- Notify parents, students and employees of close contacts to inform them of the confirmed case of COVID-19
- Encourage cooperation to trace contacts with the individual

Note: The individual who tested positive will not be identified in communications to the school community at large, but may need to be selectively identified for contact tracing by the health department.

### HOW IS IT DETERMINED WHEN TO QUARANTINE A STUDENT OR EMPLOYEE?

Students and employees will be asked to self-quarantine if they test positive for COVID-19 based on CDC guidance that is not otherwise explained.

Symptoms looked for:

- Fever of 100.4 or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Nausea, vomiting, diarrhea



### **WHAT TYPES OF SCREENING WILL BE IMPLEMENTED?**

Screening protocols are in place for the rare occasion a guest would need to enter WEM buildings. These protocols may include asking questions about symptoms and examining people who appear healthy and asymptomatic.

Self-screening: Students, Parents, and employees are required to self-screen for COVID-19 prior to coming to school. The first self-screening process begins at home.



### **WHAT ARE THE FACE MASK/COVERING REQUIREMENTS?**

To protect WEM students and employees, face masks/coverings are required. The Minnesota Department of Health and CDC state that face coverings are beneficial in preventing the spread of COVID-19. Wearing a face mask/covering could prevent the district from having to move to a distance learning or hybrid learning scenario.

- All are required to wear a face mask/covering in common areas, holding area, on buses and during transitions and class changes.

Note: Teachers may have a mask or face covering down in a classroom instructional area for instructional purposes provided there is at least 6 feet of social distance in place.

-Medical and special circumstances will be considered

-Students and employees may provide their own face mask/covering each day



### **The district will provide one washable mask per student and employee at the beginning of the school year**

- Face masks/coverings will be on hand for those who may forget periodically
- Face masks/coverings must follow the WEM dress code for students policy, which includes no inappropriate designs, pictures, symbols, slogans, offensive language or political statements.
- Face masks/coverings may:
  - Have appropriate designs such as the school mascot
  - Display school/college mascot name or school name
  - Be monogrammed with the student's name or name initials

**Health and safety protocols, such as managing student and staff arrivals at school, maintaining safe social distancing and increasing other healthy habits while in school buildings, help minimize the exposure and spread of COVID-19.**

- School nurse and/or health assistants available on each campus to support health needs
- All employees trained on CDC guidance and health safety protocols to reduce likelihood of COVID-19 transmission
- Families are asked to self-monitor symptoms every day.
- Students who become ill with COVID-19-related symptoms will be placed in isolation areas to wait for parent/guardian pick up

**Hand sanitizer and tissues available in classrooms throughout the schools and will be frequently used throughout the school day**

- Soap and paper towels in restrooms will be replenished throughout the day
- Hand-washing instructions and regular reminders reviewed and implemented
- Social distancing of at least 6 feet throughout the building, including hallways and common areas, will be maintained

## Health/Safety Plan (continued)

Soft furnishing, hard to disinfect toys and personal items will be removed to increase usable class space

- Classrooms will be rearranged to ensure the most social distancing footage possible is utilized between student seating areas. Tables and desks will face the same direction
- All buildings will be provided PPE and cleaning and disinfection items on site
- Enhanced daily cleaning, sanitation and disinfection of high-touch areas, classrooms and spaces will be conducted multiple times throughout the day, afterschool, between classes or as often as feasible
- Water bottle fillers will be available. Regular water fountains will be unavailable.
- Hand sanitizer stations will be available in various locations in all buildings.

### **WHAT ARE THE GUIDELINES FOR FACE SHIELDS?**

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 face covering/mask in the following situations:

- Among students in Kindergarten through Grade 8 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

Note: Guidelines for face coverings/masks and other PPE will be adjusted based on MDH and CDC guidelines.

# WEM School Age Care Plan



## School Age Care Description

WEM SAC will be providing childcare during the 2020-2021 school year in all three learning scenarios.

All families with students K- age12 registered for WEM SAC are eligible to attend. **Tier 1 employed families will have priority for registration.**

Hours of operation and location of care may change depending on the safe learning scenario WEM is in.

## School Age Care Hours of Operation: Distance Learning

Full Daycare (6:30 AM - 6:00 PM) Families can register for full daycare (fee for service) Tier 1 Families qualify for free care during school hours.

### **Tier 1 family options.**

- a. School day only (no cost)
- b. School day + AM Care (AM care is fee for service)
- c. School day + PM Care (PM care is fee for service)
- d. School day + AM & PM Care (AM & PM care is fee for service)

*More information can be found by calling 507-362-4403*



# School Age Care Hours of Operation: In-Person and Hybrid Learning

## In Person and Hybrid Learning Plans:

Before School Care - 6:30 AM - start of school

After School Care - after school until 6:00 PM



# MSHSL Sponsored Activities



## WEM Procedure for MSHSL Sponsored Activities

WEM will follow guidance and guidelines for participation as determined by the MSHSL. In the Distance Learning Scenario all contact will be virtual.

