

North Star School Health and Safety Plan

2020-21

As we prepare to start the 2020-21 school year, the North Star School is committed to both the physical and mental health of students, parents, and staff. Currently we are planning on opening our doors for the 2020-21 school year on August 19th. The following plans are based on the ND Smart Restart Color Coded System and includes what education will look like at all risk levels. The plans include online learning, hybrid learning, and full in session learning. The risk level that our school is at will be determined by facts not fear, and the school will use consultation with the Towner County Health Department in determining our risk level. Given below is the ND Smart Restart Odometer:

School COVID-19 Contact: Jeff Hagler (968-4416 or 351-0402)

Towner County Health Contact: Majusta Kleven (230-0508)

When **face covering** is used in this document it means a non-vented face mask, which may be cloth, surgical or N95.

Phase 3 (School Closed to in-person)

- :This phase may be used based on active cases and close contacts in the **school** and is based on local decision.
- :The distance learning plan using Microsoft Teams will be in full effect.
- :The school will be closed except for essential personnel.
- :Meals will be delivered to those that have signed up. (**NOTE:** regular breakfast and lunch prices will be in effect)
- :All activities will be suspended.

Students

- :Will receive their education online through Microsoft Teams based on the North Star Distance Learning Plan.

Parents

- :Support online education by making sure their children are logged onto Microsoft Teams.
- :Communicate with teachers and para-professionals.

Teachers

- :Will present lessons on Microsoft Teams based on the schedule on the North Star Distance Learning Plan.
- :May educate from home or in their classroom.
- :Will check in daily with building principals
- :Will attend weekly meetings held with administration.
- :Will wear a face covering when not able to properly social distance.

Para-Professionals

- :Will work online with their assigned students.
- :Will help deliver lunches.
- :Will wear a face covering when not able to properly social distance.

Bus Drivers

- :Will deliver meals to students daily.
- :Will wear a face covering when not able to properly social distance.

Kitchen Staff

- :Will prepare packaged breakfast and lunch to be delivered to students.
- :Will wear a face covering when not able to properly social distance. and gloves while preparing meals.
- :Will disinfect the kitchen area before and after food preparation.

Custodial Staff

- :Will continue to clean and disinfect areas that are being used daily. Gloves are required when cleaning.
- :Will wear a face covering when not able to properly social distance.
- :Will assist the kitchen staff in daily cleaning and disinfecting.

Office Personnel

- :Will perform office duties as needed.
- :Will wear a face covering when not able to properly social distance.

Buildings

- :Opened only to essential personnel.

Administration

- :Continually monitoring the risk levels.
- :Support all staff.
- :Will wear a face covering when not able to properly social distance.

Phase 2 (School will use Hybrid Plan)

- :This phase may be used based on active cases and close contacts in the school and is based on local decision.
- :The Hybrid learning plan will be in effect for students in grades 6-12. K-5 in school Monday through Thursday and Friday until 12:30 PM.
- :Meals will be sent home with students that are in school, for the next day. (**NOTE:** regular breakfast and lunch prices will be in effect)
- :Group 1 students will be present in school on Mondays and Wednesdays. Group 2 students will be present in school on Tuesdays and Thursdays.
- :On Friday's 6th -12th grade teachers will teach select students (those falling behind, struggling, or missing class) and have large group specialties in the morning.
- :Teachers will work in assigned collaborative groups from 1:00 PM to 3:15 PM on Fridays.
- :There will be no afterschool daycare on Fridays
- :Microsoft Teams will be utilized as needed.
- :Recesses will be staggered.
- :JH/HS passing will be staggered.
- :All activities will be based on the county color guidelines from the NDHSAA, active cases in the school, and close contacts in the school and is a local decision.

Students

- :Will not be allowed in the building before 8:15 AM.
- :Will wear a face covering when entering the building, moving from one area to another, and in the classroom when unable to social distance.
- :Will wipe their desk before setting up their Desk Guard.
- :Will sanitize hands regularly.
- :Will have their temperature checked as they enter the building. If 100.4° temp or higher the student will be sent to the board meeting room in the main office for further evaluation.
- :Will wear a face covering in music and physical education classes.
- :Will have closed lunch hours (High School).

Parents

- :Go over the daily health checklist with your child before sending them to school.
- :Communicate with administration, teachers and para-professionals.

SUPPLEMENTAL RESOURCE: <https://www.nd.gov/dpi/familiescommunity/nddpi-updates-and-guidance-covid-19/north-dakota-exact-path>

Teachers

- :Hours will be from 8:00 AM to 3:45 PM daily.
- :Will have their temperature checked as they enter the building.
- :Will use Microsoft Teams to communicate with students not in the building.
- :Will wear face coverings when not able to properly social distance.
- :Will assist with recess duty and lunch.
- :Line up students the same everyday.

Para Professionals

- :Will be in assigned classrooms to assist the teacher whether face to face or on Microsoft Teams.
- :Will have their temperature checked as they enter the building.
- :Will wear a face covering when not able to properly social distance.
- :Will assist with temperature checks as students enter the building at doors 1, 2, 3 and 13. (gloves and face covering required.)
- :Will assist students with their meal to be taken home for the next day.
- :Will assist with recess duty and lunch.

Bus Drivers

- :Will drive the route of scheduled students to be in school.
- :Will check their temperature prior to starting their route.
- :Will wear a face covering when students are present.
- :Will check temperature of students as they enter the bus. Call administration if student's temperature reads 100.4° or higher and send student back to house.
- :Will make sure all students are wearing a face covering and only sitting with a family member.
- :Will spray disinfectant at the end of each route.
- :Will check off morning and afternoon rider attendance.

Kitchen Staff

- :Will prepare a packaged breakfast and lunch for students and staff that are present.
- :Will prepare a packaged breakfast and lunch to be sent home with students that are present.
- :Will disinfect the kitchen area before and after food preparation.
- :Will wear a face covering when not able to properly social distance.
- :Will wear gloves when preparing meals.
- :Will have their temperature checked as they enter the building

Custodial Staff

- :Will clean and disinfect areas that are being used daily.
- :Will assist the kitchen staff in daily cleaning and disinfecting.
- :Will sanitize high touch areas after entry, after lunch and at the end of the day.
- :Will disinfect all classrooms at the end of day. Gloves are required when cleaning.
- :Will have their temperature checked as they enter the building.
- :Will wear a face covering when not able to properly social distance.

Office Personnel

- :Will perform office duties as necessary.
- :Will have their temperature checked as they enter the building.
- :Will wear a face covering when not able to properly social distance.

Administration

- :Will continually monitoring the risk levels.
- :Will support all staff.
- :Will have their temperature checked as they enter the building.
- :Will wear a face covering when not able to properly social distance.

Buildings

- :Students may only enter at doors 1, 2, 3 and 13.
- :All visitors must have an appointment prior to entering the building. They should call the main office to make arrangements. They will be required to have a face covering and have their temperature taken as they enter the building.
- :Hand sanitizing stations will be located in many different locations throughout the building.
- :Only bottle fillers available, other water fountains are closed.

SUPPLEMENTAL RESOURCE: <https://www.nd.gov/dpi/familiescommunity/nddpi-updates-and-guidance-covid-19/north-dakota-exact-path>

Phase 1 (Full in-person school)

- :This phase may be used based on active cases and close contacts in the school and is based on local decision.
- :Full in-person education.
- :Recess will be staggered.
- :JH/HS passing will be staggered.
- :Lunch will be staggered.

Students

- :Will not be allowed in the building before 8:15 AM.
- :Will wear a face covering when entering the building, moving from one area to another, and in the classroom when unable to social distance.
- :Will wipe their desk before setting up their Desk Guard.
- :Will sanitize hands regularly.
- :Will have their temperature checked as they enter the building. If 100.4° temp or higher the student will be sent to the board meeting room in the main office for further evaluation.
- :Will have closed lunch hours (High School).
- :Music students will wear a face covering.

Parents

- :Go over the daily health checklist with your child before sending them to school.
- :Communicate with administration, teachers and para-professionals.

Teachers

- :Hours will be from 8:00 AM to 3:45 PM daily.
- :Will have their temperature checked as they enter the building.
- :Will use Microsoft Teams to communicate with students not in the building during regular school hours.
- :Will wear face coverings when not able to properly social distance.
- :Will assist with recess duty and lunch.
- :Line up students the same everyday.

Para Professionals

- :Will be in assigned classrooms to assist the teacher whether face to face or on Microsoft Teams.
- :Will have their temperature checked as they enter the building.
- :Will wear a face covering when not able to properly social distance.
- :Will assist with temperature checks as students enter the building at doors 1, 2, 3, and 13 and . (gloves and face covering required.)
- :Will assist with recess duty and lunch.

Bus Drivers

- :Will drive the route of scheduled students.
- :Will check temperature of students as they enter the bus. Call administration if student's temperature reads 100.4° or higher.
- :Will wear a face covering when students are present.
- :Will make sure all students are wearing a face covering and only sitting with a family member.
- :Will spray disinfectant at the end of each route.
- :Will check off morning and afternoon rider attendance.

Kitchen Staff

- :Will prepare a breakfast and lunch to be handed to students.
- :Will have their temperature checked as they enter the building.
- :Will wear a face covering and gloves when handing out food.
- :Will disinfect the kitchen area before and after food preparation.
- :Will wear a face covering when not able to properly social distance.

Custodial Staff

- :Will have their temperature checked as they enter the building.
- :Will clean and disinfect areas that are being used daily.
- :Will assist the kitchen staff in daily cleaning and disinfecting.
- :Will sanitize high touch areas after entry, after lunch and at the end of the day.
- :Will disinfect all classrooms at the end of day. Gloves are required when cleaning.
- :Will wear a face covering when not able to properly social distance.

Administration

- :Will continually monitoring the risk levels.
- :Will support all staff.
- :Will have their temperature checked as they enter the building.
- :Will wear a face covering when not able to properly social distance.

Buildings

- :Students may only enter at doors 1, 2, 3 and 13.
- :All visitors must have an appointment prior to entering the building. They should call the main office to make arrangements. They will be required to have a face covering and have their temperature taken as they enter the building.
- :Hand sanitizing stations will be located in many different locations throughout the building.
- :Only bottle fillers available, other water fountains are closed.

NOTE: Parents that are not comfortable sending their child to school in Phases 1 or 2, may choose to have their child do online learning through Microsoft Teams or Home Educate. Online learning will be for a minimum of one quarter. **Parents must note that online learning in these phases is quite different than in Phase 3.** In Phase 2 students that are doing distance learning will be expected to be online according to a Phase 2 class schedule. In Phase 1, classes will meet daily from 8:38 AM to 3:26 PM and students will be expected to be logged into their scheduled classes or they will be counted absent. In Phases 1 and 2 both attendance and grading policies return to normal in-person policies. Parents that choose Distance Learning in Phases 1 and 2 will not have meal delivery, but can sign up for meals, must pick them up and must pay for them.

SUPPLEMENTAL RESOURCE: <https://www.nd.gov/dpi/familiescommunity/nddpi-updates-and-guidance-covid-19/north-dakota-exact-path>

Safety Information

- :There are automated hand sanitizer dispensers throughout the building.
- :Automated paper towel dispensers have been installed.
- :Each classroom will have hand sanitizer, disinfecting spray, and disinfecting wipes.
- :Each student will have a desk guard.
- :Each student should have a face covering, if necessary the school will supply one.
- :Each staff member will be supplied a face covering.
- :If a student has a temperature of 100.4° or higher they will be discreetly sent to the office for a health check.
- :Teachers will open and close classroom doors in order to minimize the number of people touching the door knobs. Doors can be left open.

COVID-19 Symptoms

- 1) Fever
- 2) Cough
- 3) Difficulty of breathing
- 4) Sore Throat
- 5) Chills
- 6) Muscle Pain
- 7) New loss of taste or smell
- 8) Some people may have COVID-19 but show no symptoms
- 9) For a complete list of symptoms, please visit the CDC website.

Isolation: is for people who are already sick.

- 1) Isolation separates and restricts the movement of sick people so they cannot spread the disease.
- 2) Isolation in a home means separating yourself from others in the household.
- 3) A sick person isolating at home should seek medical treatment if unable to manage symptoms.
- 4) Isolation is usually voluntary, but in a public health emergency, officials have the authority to isolate people who are sick.
- 5) Stop isolation only if you have had no fever for at least 24 hours and have improved symptoms, and at least 10 days have passed since your symptoms first appeared.

Quarantine: is for people who are not sick but may have been exposed.

- 1) Quarantined people may or may not become sick.
- 2) Quarantined people must stay at home or another location, so they do not unknowingly spread the disease.
- 3) If you are quarantined and you become ill, you should seek medical evaluation from a healthcare provider.
- 4) Quarantine can be voluntary but in a public health emergency, officials have the authority to quarantine people who have been exposed to an infectious disease.

Students that have had to quarantine or isolate may do online learning and may return at the end of that time frame.

Student or Staff Member diagnosed with COVID-19

- 1) A department of health representative will contact the positive patient or patient's guardian.
- 2) Positive person will be asked to self-isolate according to the CDC guidelines.
- 3) The school may be closed for contact tracing and cleaning.
- 4) The school is being sanitized daily.
- 5) An instant alert will be sent that there has been a positive COVID – 19 test student/staff member and we are going to be closed for two days for cleaning and contact tracing. **UNDER NO CIRCUMSTANCES WILL A NAME BE MENTIONED.** A second instant alert will be sent to the class where the student/staff was diagnosed as positive as well as any other close contacts.

Student or Staff Member named as a close contact

- 1) A department of health representative/administrator will contact all persons identified as close contacts or the close contacts guardian.
- 2) The close contact will be asked to follow the CDC guidelines for quarantine. This means there will be a 10-day quarantine since last exposure unless there is a negative Covid-19 test within 48 hours of day 7 of the quarantine since last exposure. In the case of a negative test, the close contact can return after day 7. Close Contacts should monitor symptoms and temperatures daily.
- 3) It is recommended that a student/staff member, that have a live-in family member deemed a close contact, consider distance learning or quarantining if they are unable to isolate in their home or the deemed close contact begins to develop Covid-19 symptoms. If the live-in family member tests positive, the student/staff member immediately becomes a household contact and must abide by the household contact rules, which are as follows:

If able to isolate in your living arrangement it is a 10-day quarantine since last exposure or a 7-day quarantine from last exposure with a negative Covid-19 test within 48 hours of day 7 since last exposure.

If unable to isolate in your living arrangement it will be a 10-day quarantine from the time the positive person is no longer contagious or a 7-day quarantine with a negative Covid-19 test within 48 hours of day 7 of the quarantine.

- 3) If a close contact and the person that tested positive were both wearing a face covering during exposure, the close contact does not need to quarantine, but needs to continue to physical distance, wear a face covering, and monitor symptoms. If symptoms appear the close contact will need to quarantine for the remaining 10 days since last exposure.

Daily Student/Parent Session (before sending them to school)

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

Yes _____ No _____

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

Yes _____ No _____

3) Does your child have a new or worsening cough?

Yes _____ No _____

4) Does your child have a fever of 100.4° or greater?

Yes _____ No _____

5) Does your child have chills?

Yes _____ No _____

6) Does your child have a sore throat?

Yes _____ No _____

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

Yes _____ No _____

8) Have you travelled to an area with a current outbreak in the last 7 to 10 days?

Yes _____ No _____

If YES to any of the questions STOP!
Do not send your child to school if they
have a fever greater than 100.4° or any two
of the other symptoms.
Contact your healthcare provider.
Contact your child's school to inform
them of your child's absence.

If you answered NO to all
Questions, go to school.

Schedule for August 19th thru August 31st.

August 19th, 24th and 26th

The Group 1 students will report to school.

The Group 1 students will be trained in what the new normal day of school will look like.

The Group 1 students will receive their hand-held device and instructions on where to store their devices.

The Group 1 students will receive their desk protector and where to store their desk protector.

The Group 1 students will eat lunch at school and take-home breakfast and lunch for the next day if they have signed up for the meals.

August 20th, 25th and 27th

The Group 2 students will report to school.

The Group 2 students will be trained in what the new normal day of school will look like.

The Group 2 students will receive their hand-held device and instructions on where to store their devices.

The Group 2 students will receive their desk protector and where to store their desk protector.

The Group 2 students will eat lunch at school and take-home breakfast and lunch for the next day if they have signed up for the meals.

August 21st and 28th

There will be training sessions for parents on the use of Microsoft Teams and question and answer sessions.

Times: 11:00 AM to 12:00 PM
 2:00 PM to 3:00 PM
 5:00 PM to 6:00 PM

August 31st

Full in-person learning begins for students in grades K-12.

Sick Leave for staff (NOTE: IF TOLD TO ISOLATE OR QUARANTINE AND ABLE TO PERFORM DUTIES FROM HOME, NO LEAVE IS NEEDED)

- 1) **FFCRA** (80 hours of sick leave time)
 - a. Ordered to isolate or quarantine
 - b. Health Care advises to isolate or quarantine
 - c. COVID-19 Symptoms
 - d. Caring for a person with COVID-19
 - e. Child's Daycare Closed because of COVID-19
 - f. Similar symptoms to COVID-19
- 2) **Sick Leave** (based on your sick days)
- 3) **Personal Leave** (based on your personal leave)
- 4) **FMLA**
 - a. Up to 12 weeks of unpaid leave
 - b. Job security for 12 weeks
- 5) **Sick Bank** (certified staff only)

NOTE: If a staff member is told to stay home by a medical person, then specifics must be listed on the note.

Changes from last spring

- 1) Meals are free for the rest of the school year.
- 2) Ancillary Staff is only paid for hours worked.
- 3) Activity Advisors only paid if season occurs.