



WRENSHALL SCHOOL DISTRICT

Restart Blueprint



January 5, 2021



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SUPERINTENDENT'S MESSAGE



It has been an ever changing process working with the Minnesota Department of Education guidance and with the recommendations from the Centers for Disease Control throughout the COVID-19 process. I want you to know that the safety of every student and staff member is important to the Wrenshall School Board and I. I want to personally thank Taylor Dickinson, IEA, for her support and expertise throughout the process as well. I am hopeful for a productive and healthy 2020-2021 school year for Wrenshall Public Schools!

Sincerely,

Kimberly K. Belcastro, Ed. D.

Introduction

In March 2020, Wrenshall School District closed its school buildings to students due to the COVID-19 outbreak and the Governor's Emergency Executive Order 20-02, issued March 15, 2020. For the remainder of the spring semester, students engaged in distance learning.

In planning for the coming school year, the Minnesota Department of Education (MDE) has requested school districts to plan for three different scenarios going into the 2020-2021 school year. Those three scenarios include:

- **Scenario 1: In-person learning for all students.** Creating as much space as possible between students and teachers that is feasible during the day, but is not held to strictly enforcing the 6 feet of social distancing.
- **Scenario 2: Return students to school buildings implementing a hybrid model.** Following strict social distancing and capacity limits to 50% maximum occupancy. Social distance of at least six feet between people must always occur.
- **Scenario 3: Distance Learning Only**

The Restart Blueprint is based on the MDH *2020-2021 Planning Guide for Schools*, MDE's *Guidance for Minnesota Public Schools: 2020-2021 School Year Planning*, MDE's *Safe Learning Plan for 2020-2021*, and current public health recommendations at the time this document was developed, which include:

- Maintain a distance of six feet between individuals
- Wear face masks or coverings
- Screen for COVID-19 symptoms
- Practice good hygiene protocols including hand washing, cleaning, and disinfecting
- Limit group gatherings
- Plan for short-term school closures, should there be a suspected or confirmed COVID-19 case

The Minnesota Safe Learning Plan for 2020-2021 outlines five goals that Wrenshall School District is dedicated to working towards.

1. Prioritize the safety of students and staff
2. Prioritize in-person learning, especially for younger learners
3. Consider infectiousness and transmission risk among different ages
4. Support planning, while permitting flexibility for districts
5. Take into account disease prevalence at a local level

Throughout the Blueprint, you will be able to observe how Wrenshall School District plans to take into account CDC guidelines, MDH guidelines, and MDE requirements, while providing staff and students with a safe place to learn and educate.

Our Safe Learning Model

During the 2020-2021 school year, Wrenshall Public Schools will utilize St. Louis County and Carlton County Public Health representatives to assist when making model change determinations. Utilizing the expertise that the Public Health representatives put forth will assist in identifying data trends, as well as determining where the cases are based (assisted living care versus community spread). They will assist the District in determining when it may be time for a model change.

Contingency Planning and Flowing in Scenarios

When viral activity increases, Wrenshall School District will analyze the county-level data to determine if another learning model should be selected. The District will notify the Commissioner of Education via the Learning Model Portal within 24 hours of beginning a new learning model.

If viral activity decreases, the District may dial forward to a less restrictive model than what is required. If doing so, it must consult with local public health officials, MDH and MDE through the Regional Support Teams.

After implementing a distance learning model due to high levels of viral transmission in the school or local geographic community, the District will wait a minimum of two to three weeks before bringing students back into the buildings for in-person or hybrid learning.

Parents, guardians, staff and students will be notified of scheduling changes through Instant Alert and district email addresses. Kimberly Belcastro, Superintendent is responsible for all communications through the Learning Model Portal.

Distance Learning

Per Executive Order 20-82, Wrenshall School District will offer distance learning options to those who elect to continue distance learning.

Communication

Taskforce

Wrenshall School District has formed a taskforce to work on the modifications needed for the upcoming school year. The team includes the following people.

Team Member	Title
Kimberly Belcastro	Superintendent
Michael Smith	Director of Buildings & Grounds
Taylor Dickinson, CSP	IEA, Inc. Consultant
Valerie Dahl	Director of Food Service
Jamie Hopp	Director of Technology
Josie Hlava	Main Office Manager
M'Liss Konu	School Nurse
Doreen Laveau	Director of Transportation
Erik Holter	Guidance Counselor
Theresa Vermeersch	Teacher
Suzy Berger	Teacher
Ross Tollgaard	Teacher
Deb Fenlason	Teacher
Laura Lembke	Teacher
Niki Rowland	Ed. Minnesota President

Kimberly Belcastro, Superintendent serves as the point of contact for all COVID-19 related matters. Her information will be included on all communications.

M'Liss Konu is responsible for coordinating with local health authorities regarding positive COVID-19 cases. All school staff and families will be provided with this person's contact information.

Kimberly Belcastro will determine what tasks student's involvement will be helpful on, and Erik Holter will involve students in the implementation of the task.

Communication Methods

The District will release regular communication updates in the following ways:

- Weekly email from Kimberly Belcastro, Superintendent to all staff
- Images (school and community newspaper), released monthly for students, parents and guardians
- Weekly staff meeting with Kimberly Belcastro, Superintendent with teaching staff on Google Meet

The District will continue to utilize the district website and Facebook for updating staff, students, parents/guardians, and the public. Written documentation will be available at the District Office for parents/guardians who do not have internet access.

Instant Alert (messaging system) will be utilized to provide parents/guardians and staff with immediate updates when necessary.

Posters will be present within the facility, including at the following locations:

- At all handwashing sinks to remind everyone of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods occurring
- At entries notifying people of the face covering requirement

Regional Support Teams

Regional Support Teams have been established in partnership with MDE, MDH and the regional service cooperative, NESC. The formation of Regional Support Teams will assist school districts in receiving responses to situations in a timely fashion.

When questions arise, Kimberly Belcastro, Superintendent or M'Liss Konu, District Nurse will reach out to the Team lead. The Team lead will then communicate with MDH regarding the situation to provide solutions to the district. They can assist with overall questions and concerns as a MDE and MDH partner, provide updates on parameters, and assist with contact tracing and testing events.

The Regional Support Team has reviewed and approved of this plan.

Template Messaging

Template messaging has been prepared for the use of District staff when announcements need to be made regarding the everchanging situations arising due to COVID-19.

Mental Health & Wellness

The COVID-19 pandemic is causing stress, fear, and anxiety for many people. The District will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness in the following ways.

Wrenshall School District has the following mental health professionals available:

- Erik Holter, High School (7-12) Guidance Counselor
- Caitlin Anderson, Elementary (Pk-6) Guidance Counselor or School Social Worker
- Mike Schmidt, Family School Support Worker through Carlton County
- Annalisa Harty, Mental Health Therapist through North Homes, Inc.
- Shannon Garcia, Children’s Therapeutic Skills Support through North Homes, Inc.

SCENARIO 1 – IN PERSON LEARNING

Students will all be provided with information on reaching counseling staff. Their contact information and hours will be provided to students to allow them to reach out for assistance.

Students that continually receive assistance will continue to receive assistance as per usual.

SCENARIO 2 – HYBRID LEARNING

Students who are in the building can access services in the ways listed in scenario 1. Students at home will receive information on how to reach the counseling staff electronically.

Students that continually receive assistance, who are not in the building will be reached out to electronically. The truancy officer will be utilized this year and will assist in identifying students that may need assistance.

Elementary classes will continue to have counseling sessions to ensure students know what services are available. Group lessons will occur on Wednesdays.

SCENARIO 3 – DISTANCE LEARNING

Students at home will receive information on how to reach the counseling staff electronically.

Students that continually receive assistance, who are not in the building will be reached out to electronically. The truancy officer will be utilized this year and will assist in identifying students that may need assistance.

Elementary classes will continue to have counseling sessions to ensure students know what services are available. Group lessons will occur on Wednesdays.

Reporting Methods

Wrenshall School District will request parents, guardians and staff to self-report if they or their student have COVID-19 symptoms, a positive test or have been in close contact with someone with COVID-19.

Parents, guardians and staff will report to Josie Hvala and M’Liss Konu.

- Josie Hlava (218) 384-4274 x2000 jhlava@isd100.org
- M’Liss Konu (218) 384-4274 x2005 mkonu@isd100.org.

It is important that close contacts of students or staff with COVID-19 are quickly identified and are informed of the need to quarantine at home. They are encouraged to seek testing even when not showing symptoms, to guard against spreading while asymptomatic or presymptomatic.

Training and Education

The following staff categories have received training on the Restart Blueprint in the specific areas listed below. Records of training for the staff groups are located on the Google Drive.

<p><u>Maintenance & Custodial Staff</u></p> <ul style="list-style-type: none"> • Currently known COVID-19 Facts • Cleaning Methods and Schedule • Employee Right-to-Know • Personal Protective Equipment • Districts Restart Blueprint Overview • Identifying Symptomatic Students • Screening Yourself 	<p><u>Transportation Staff</u></p> <ul style="list-style-type: none"> • Currently known COVID-19 Facts • Cleaning Methods and Schedule • Employee Right-to-Know • Personal Protective Equipment • Districts Restart Blueprint Overview • Identifying Symptomatic Students • Screening Yourself
<p><u>All Other Staff</u></p> <ul style="list-style-type: none"> • Currently known COVID-19 Facts • Overview of the Custodial Cleaning • Receiving Items from Home • Districts Restart Blueprint Overview • Identifying Symptomatic Students • Screening Yourself 	<p><u>Parents & Guardians</u></p> <ul style="list-style-type: none"> • Districts Restart Blueprint Overview • Transferring Items from Home to School • Scheduling Changes • How to Screen/What to Screen for • Use of Technology <p>*The district will send home the MDH COVID-19 Decision Tree and MDH “Is it COVID-19”? to assist with symptom identification</p>

A recorded video **was** provided to parents and guardians summarizing the District’s Restart Blueprint.

Cross-Training and Absence Planning

Wrenshall School District is preparing for absences of essential staff members by cross training. Backup staff members have been assigned for essential roles, shown below.

Team Member	Backup/Fill-In
Kimberly Belcastro	Michelle Blanchard – Board Chair & Luke Wargin – Dean of Students Nichole Rowland – Ed. Minnesota Wrenshall Union, President

Michael Smith	Dustin McLeod
Val Dahl	Linda Wyman
Josie Hlava	Trish Swanson
M'Liss Konu	Beth Peterson
Doreen Laveau	Lisa Jurek
Julie Jacobson	Renee Duncan

Wrenshall School District is planning to remain as flexible as possible to accommodate staff and students, while following individual Union Contracts.

In order to prepare for the possible need for more substitute teachers/positions, the District will hold a training for all current substitutes during the school in-service day to prepare for the need to fill-in, in positions that they may not normally perform.

Screenings

Wrenshall School District will complete proactive screenings of students, visitors and staff entering the buildings. MDH and CDC recommend that people are screened when entering the building. The MDH COVID-19 screening poster will be posted at building entrances to remind people entering of the symptoms of COVID-19. Posters will also be placed, notifying people entering that the District will be screening occupants.

SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING

At the School building:

- Screening stations will be located at the playground doors and the main door.
 - When entering the building during the school day, utilize the main door entrance.
- An electronic temperature screener will be present at both entrances
- People who have a temperature less than 100.4 with no symptoms may enter. Those with symptoms or a fever will be turned away and need to go home.

For students who utilize school transportation:

- Bus drivers will complete visual inspections of students for signs of illness, which could include: flushed cheeks, rapid breathing/difficulty breathing, fatigue or extreme fussiness.
- Parents/**guardians** dropping students off at bus stops will be asked to stay at the drop off until the student has boarded and the bus has left, to ensure that students who do not pass the screening, can be transported home.
- Students will be screened again at the entrances using the method above.

Parents and guardians will receive morning reminders utilizing Instant Alert at the beginning of the school year reminding families to screen students for symptoms each morning before school.

Community Expectations

Hand Washing

Proper hand washing practices are very important to reduce the spread of any virus. Posters will be placed at all sinks to remind everyone of good hand washing practices.

Hand sanitizer will be provided to all staff members for their desks and workspaces. Hand washing is more effective than hand sanitizer in reducing germs. However, in instances where handwashing is not readily available, hand sanitizer can be used. Visibly dirty or greasy hands should still be washed as soon as feasible. Custodial staff will check mounted hand sanitizer and handwashing supplies during each daily cleaning of the area.

Teachers are expected to encourage proper hand washing with all students.

Hand sanitizer will be available on all school transportation vehicles.

Face Coverings

Per the Governor's Executive Order 20-81, as of July 25, 2020, people in Minnesota are required to wear a face covering in all public indoor spaces and businesses, unless alone. Additionally, workers are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. The requirement includes all district buildings and transportation vehicles.

It is not recommended that masks be worn by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. They are also not recommended for children who cannot manage them on their own and are not to be used on children under the age of two years old.

MDH face-covering guidelines should be followed when wearing coverings. This includes washing hands before applying, washing hands after taking off, not touching the covering repeatedly, and keeping it clean. Wrenshall School District will send home the CDC guidance document on how to safely wear face coverings.

Face coverings are considered to be a paper or disposable mask, cloth face mask, scarf, bandanna or religious face covering. They are required to cover the nose and mouth completely. A face covering is not a substitute for social distancing. Face coverings may be temporarily removed in the following situations:

- During programming for students in pre-school (age five and younger)
- To eat or drink
- During indoor practices or performances where people are singing, acting, playing musical instruments or public speaking
- When asked to remove it for identification purposes
- When working alone in an office, classroom or vehicle where a person has no person-to-person interaction
- When working in communal spaces that have barriers that are above face level
- When communicating with someone who is deaf, hard of hearing or has a disability or medical condition which makes communicating with a face covering difficult.

Face shields must extend below the chin, to the ears and with no gap between the forehead and shields headpiece. Face shields are allowed in the following situations:

- Among students in Kindergarten through grade 8 when wearing a face covering is problematic
- By teachers when wearing a face covering is impeding the educational process
- When staff, students or visitors cannot tolerate a face covering due to a developmental, medical or behavioral health condition
- When staff are providing direct student support services if the face covering impedes the service being provided

Posters notifying building occupants are posted at building entrances.

The State of Minnesota is providing each student (Kindergarten through grade 12) and staff members with a reusable, cloth face covering. Each school district will receive one face shield for each licensed teacher and shields for 50% of non-licensed teachers. The District will also receive three disposable face masks per student.

The District **did** distribute face coverings to students in classrooms on the first day of school. Staff members **did** receive their mask/shield on Monday August 31st at the back-to-school session.

Protecting Those at Higher Risk

Wrenshall School District will accommodate the needs of students and staff who are at higher risk of serious illness from COVID-19. This includes honoring requests of parents who may elect to continue distance learning due to an underlying medical condition of the student or others in their home.

A questionnaire was sent to all staff and families to allow them to self-identify as high risk for illness. Kimberly Belcastro, Superintendent will review all staff and students that have identified as high-risk and reach out to them with individual plans.

Facilities

Physical Barriers

Wrenshall School District has installed barriers on certain administrative desks.

For students who are interested, individual student desk shields **are available** as well.

There is also a non-contact drop box for papers, lunch money, etc. to be dropped into the District Office.

Drop bins labeled with teachers names will be placed in the entryway to allow parents and guardians to drop off items for students as needed.

Gatherings and Visitors

To comply with current public health orders, Wrenshall School District will be limiting non-essential building visitors. It is also required that student drop-off and pick-up occur outside the building, rather than inside. Large group gatherings will occur virtually while this plan is in effect.

Water and Ventilation Systems

Wrenshall School District will follow MDH recommendations prior to opening the building.

Ventilation systems will be assessed to determine they are operating properly. Dampers are opened to bring in as much outdoor air as possible. If portable ventilation equipment, such as fans are used, precautions must be taken to limit the air from blowing from one person directly to another to reduce the potential spread of any airborne or aerosolized viruses.

Exterior Tents

Teaching staff have requested that pop-up tents are placed outdoors to allow classes to sit on the grass outside for learning activities. **Weather dependent, outside spaces will be utilized.**

Hallways

Floor markings made of non-skid materials will be placed six feet apart in areas that may see congestion, such as outside of restrooms, at communal sinks, outside of the main offices, outside of the district office and outside of the nurse's offices.

Cones will be present on the sidewalks outside of the buildings to assist with social distancing during the screening process **if lines are forming.**

Chairs will be removed at this time from reception areas.

Space Considerations

Playgrounds

SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING

Playgrounds will remain open and will be cleaned daily, per CDC guidelines. This includes cleaning high touch surfaces (swing chains, slides and grab handles) using soap and water. Cleaning will take place during fair weather, as it is not possible during the colder weather due to freezing.

Students will be directed to wash hands before and after playground use.

Playground usage will occur as a class, in order to keep groups as static/same as possible. Therefore, there will be fewer students on the playground at a time and the groups will not intermingle with other classes. Scheduling will occur and will be communicated to teachers.

Business Classroom (Computers)

SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING

Students of the business class will continue to utilize the computer lab.

Keyboard covers are installed for easier cleaning. Tags will be utilized on individual computers directing users as to what computers were used (dirty) or not used (clean).

Library

SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING

Library books will be pre-selected for elementary students. They will be placed in labeled, zip-top bags.

When returned, the bags will be placed in a bin, labeled with the date returned. Bins of books will sit for 24-72 hours prior to being wiped and re-shelved.

Technology

SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING

Each student will have their own chrome book, which will eliminate the need for sharing. When they are distributed, parents/guardians/students will receive bottles of solution for cleaning.

A technology helpline is staffed by Jamie Hopp available to staff, parents, guardians and students through an email ticketing system at support@isd100.org.

The copy area for staff will remain open and in-use. Those using the machine will be asked to use a provided alcohol wipe to wipe clean when done. A poster reminding employees of the need to clean after each use will be posted.

Gymnasium

SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING

Physical Education classes will be done outside when weather permits. When physical education equipment is used, it will be placed in a “dirty” bin, located in the gym and instructors will clean the toys and the bin at the end of the day, prior to putting away.

Sporting Events & Locker Rooms

Wrenshall School District follows the MDH document, *COVID-19 Sports Guidance for Youth and Adults*, as well as Minnesota State High School League (MSHSL) directions

- Per MSHSL directive, practices are able to resume on January 4, 2021.
- Per MSHSL directive, games and scrimmages are able to resume on January 14, 2021.

Wrenshall School District will have basketball taking place at this time. All programs are required to have specific safety plans, which is located below.

- Non-game settings are required not to exceed 25 people per pod, indoors and outdoors.
- Intermixing is kept to a minimum.
- Family and friends are not permitted to attend practices
- Players will maintain social distancing while they are not playing and during pickup/drop off
- Health checks are occurring via a questionnaire that players complete each day and coaches are completing temperature checks upon arrival.
- Face coverings are required to be worn.
- Participants are not to share towels, water bottles, or snacks at this time.
- Coaches are responsible for cleaning equipment used. Custodial staff will be responsible for cleaning restrooms used.
- The weight room will remain closed for the time being.
- The locker rooms will remain closed.

Expected, updated MDH guidance for proceeding with games and scrimmages will be followed when it is released.

The plan has been shared with all of those involved in youth sports.

Should a case be reported within the team, MDH is to be notified at health.sports.covid19@state.mn.us to provide guidance. During the summer months, Kimberly Belcastro, Superintendent will be responsible for that communication and during the school year, M'Liss Konu, District Nurse is responsible.

Classrooms

SCENARIO 1 – IN PERSON LEARNING

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, rugs, and all other non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges.

Tables in the elementary rooms will be replaced during this time to allow for distancing between students. Pre-School classes will have properly sized tables.

Rugs will be removed from pre-kindergarten and kindergarten rooms. Student supply lists will include individual mats, such as yoga mats to allow students to have their own spaces.

SCENARIO 2 – HYBRID LEARNING

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, rugs, and all other non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges.

After construction is completed, a capacity audit will be completed to determine how many students can be in each classroom.

Tables in the elementary rooms will be replaced during this time to allow for distancing between students. Pre-School classes will have properly sized tables.

Rugs will be removed from pre-kindergarten and kindergarten rooms. Student supply lists will include individual mats, such as yoga mats to allow students to have their own spaces.

Drinking Fountains

Drinking fountains will be turned off at this time. Bottle fillers will remain in use and will be added to the list of cleaning items.

Cafeteria

Districts are required to distribute an Application for Educational Benefits form to all households to complete. The issued form is used to determine meal eligibility. Some families received no cost meals since March, when the District was using a distance learning model. Families are reminded that the District needs to revert to National School Lunch Program regulations and collect forms in order to receive benefits, when eligible. The Districts meal charge policy will be followed in the 2020-2021 school year

SCENARIO 1 – IN PERSON LEARNING

The cafeteria will be opened, and the benches will be marked allowing for seating distance between students. Students will go through the serving line with food served to them. Seating will occur in the cafeteria and will expand into other areas if needed. Once the capacity audit is completed more information on seating under scenario 1 will be available.

SCENARIO 2 – HYBRID LEARNING

At this time, the cafeteria will be closed and will be used for staging of meals. Both breakfast and lunch will be served in the classrooms, pre-packaged by food service.

Eligible students who are distance learning will receive pre-packaged meals available for pickup or delivery.

SCENARIO 3 – DISTANCE LEARNING

Eligible students who are distance learning will receive pre-packaged meals available for pickup or delivery.

Nurse's Room/Area

The nurse's office will be revamped to accommodate social distancing. The current "office" will accommodate a student or staff member should they need to be isolated until they can leave the building if they are showing symptoms of COVID-19.

Childcare

Executive Order 20-82 indicates that school districts and charter schools that operate a hybrid or distance learning model must provide eligible school-aged children with childcare during school hours in which they are not receiving instruction in the school building.

The school-age care is defined as children age 12 and under who are children of critical workers in the Tier I list of critical workers. Tier I workers include:

- Healthcare and public health
- Law enforcement, public safety and first responders
- Food and agriculture
- Judicial Branch (essential services)
- National Guard (if activated under a Governor Executive Order)
- Educators and school staff providing in-person instruction or caring for children of critical workers
- Child care and school-age care providers

SCENARIO 2 - HYBRID LEARNING & SCENERIO 3 – DISTANCE LEARNING

Families have received a survey to note if they are critical workers that are in need of childcare.

Approximately thirty students have been identified as needing childcare under scenario 2 and 3. The two latchkey rooms and one high school classroom will be used for those spaces.

Childcare will be available during the regular school day, 6:00 AM – 6:00 PM. Staffing will be completed by paraprofessionals. Childcare will take place at the Son Life Church for at least the first quarter of the school year until the building upgrades are completed.

Scheduling

Wrenshall School District is currently distance learning and plans to bring students back into the building with the following schedule.

Learning Schedule

January 25, 2021	Full In-Person	Grades K-2
February 8, 2021	Full In-Person	Grades 3-6
February 22, 2021	Group A	Grades 7-8
February 25, 2021	Group B	Grades 7-8
March 8, 2021	Group A	Grades 9-12
March 11, 2021	Group B	Grades 9-12

The District plans to have all students return to full in-person learning on April 6th, pending the data trends as the time approaches.

High School students are split into two groups, A and B. Group A will be in the building on Monday and Tuesdays. Group B will be in the building on Thursday and Friday. Distance learning will take place on Wednesdays.

In person classes for the High School will end at 1:30 PM to allow teachers time for planning and reaching out to students.

Community Education

Community Education classes are currently discontinued due to the ongoing building renovations.

Special Education

Individualized Educational Plans (IEPs) will be reviewed on an individual basis and have protocols and processes outlined for scenario 1, 2 and 3 within each plan.

Wrenshall School District follows MDH *Guidance for Delivering Direct Student Support Services: Staff Protective Equipment*.

Arrival and Dismissal

Staff will monitor the arrival and dismissal times to curtail congregating and ensure students go straight from vehicles to classrooms and vice versa.

Staff members will not be allowed to access the building outside of standard hours of 7 AM to 4 PM, Monday through Friday. With the exception of food service, maintenance/custodial and Wren's Club starting at 6 AM. They are responsible for screening themselves at the screening station each morning.

Transportation

The following safety precautions will be followed:

- Busses will load from back to front
- Windows will be open when feasible
- Vehicles will be cleaned after each route
- Seats will be assigned
- Students will not be seated within six feet of the driver

Facility Cleaning Methods and Considerations

Cleaning Considerations

Wrenshall School District has prepared in depth cleaning practices to prevent the exposure of COVID-19.

Key elements include:

- Staff will utilize Dalco 128 Disinfectant, which is an approved disinfectant on American Chemistry Council approved list.
- The dwell time of product is five minutes.
- The SDS states that the PPE is required and includes chemical resistant rubber gloves and goggles or safety glasses.
- The SDS is available to staff in the custodial area or on the Google Drive.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are located on the Google Drive.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment.

Routine Cleaning

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread. Wrenshall School District accomplishes this through routine cleaning of high touch points as listed below, per CDC guidelines.

Internal custodial staff completes routine cleaning:

1. Wear chemical resistant gloves and safety glasses or goggles
2. If the surface is visibly dirty – Clean using soap & water
3. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet, on the surface for the designated amount of time.
4. Use a garbage bag for your waste. When full, place garbage in dumpster.
5. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds.

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
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COMMON AREAS

Electronic Door Assist Buttons	3 times/day	9 AM 12 PM 3:30 PM	9 AM and 12 PM – Steven 3:30 –Dan
Door Handles			
Bottle Fillers			
Check-in Counters/Front Office Counters			
Handrails			
Elevator Buttons			
Vending Machine Buttons, cash input/output surfaces, pickup slot door			
Tables/Chairs in HS Commons Area			
Conference Room Tables			
Break Room : Tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors <i>*Removing all other shared condiments</i>			

GENERAL CLASSROOM

Door Handles	1 time/day	Before and After School	See cleaning zones noted with locations for each staff member
Door Frames			
Light Switches			
Work Stations/Counters			
Student Desks			
Student Chairs (Include grip locations)			
Cabinet Handles/Pulls and Front of Doors			
Sink Faucets and Front Edge of Sink			

NURSES OFFICE

Cold/Hot Water Faucets and Front of Sinks	2 times/day	9 AM 3:30 PM	9 AM – Dustin and Steven 3:30 – Alex & Dan
Toiler Flusher/Toilet/Toilet Bowl			
Light Switch			
Door Handles & Frames			
Counters			
Chairs/Beds			
Hand Dryers/Paper Towel Dispenser			

PLAYGROUNDS

Swing Chains	1 time/day	Before School	Dustin
Slides			
Overhead Bars			
Grab Handles			

Cleaning with Suspect or Confirmed Case of COVID-19

MDH and CDC recommend additional cleaning measures take place should there be a known or suspect COVID-19 case within the building. Cleaning would occur in all locations where that person was present. The CDC recommends proceeding with regular cleaning if you receive this information seven days or more since the person has been in the facility.

Internal custodial staff completes the cleaning sequence below should there be a suspect or confirmed case:

1. Vacate the area - Leave windows open for circulation
2. Allow the space to ventilate for at least 24 hours, or more if feasible before cleaning
3. Wear chemical resistant gloves, clothing coverings and safety glasses or goggles
4. If the surface is visibly dirty – Clean using soap & water
5. Disinfect surfaces using disinfectant provided and paper towels and/or disposable scrub pads. The product needs to remain wet, on the surface for the designated amount of time.
6. Use a garbage bag for your waste. When full, place garbage in dumpster.
7. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds.

Special Cleaning Considerations

Toys in Classrooms

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used.

After use they are placed in a separate bin and cleaned by the instructor by cleaning with water and detergent, rinsing, sanitizing with an EPA-registered disinfectant, rinsing again, and air-drying.

Porous Surfaces

During this time, unnecessary rugs and other porous objects have been removed from classrooms. Other porous surfaces may include: chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Transport laundry in disposable garbage bags when possible OR clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent
- Dry thoroughly

Handling Suspect or Confirmed Cases

Wrenshall School District will proceed as follows with suspect or confirmed cases:

- The person will be separated and held in the isolation room within the nurse's office until they are able to be picked up by a parent or guardian
- While waiting they will be under visual supervision of a staff member
- The staff member and person waiting will be requested to wear face masks, unless a person is unconscious, has trouble breathing or is incapacitated
- Cleaning steps outlined in the cleaning section will be followed, ensuring that communal spaces such as restrooms and copy rooms the person used are included
- MDH will be notified of confirmed COVID-19 cases of students or staff. It will be reported by emailing health.schoolcc.followup@state.mn.us

If it is determined that the person is in need of transportation home, Wrenshall School District will use district transportation methods to bring the person home. If medical care is needed, 911 will be called.

Anticipated Situations

While in in-person learning for all students, it is assumed that minimal to moderate community spread is occurring, but the impact on the school community in terms of confirmed cases among students and staff is relatively small. If single, standalone confirmed cases occur while in this model, it is possible that the affected classroom(s)/space(s) may be temporarily shifted to distance learning, rather than the entire school.

If multiple cases are identified, but can be linked to a specific classroom or activity and close contacts can be identified quickly. Temporary distance learning may be implemented for the affected.

While in hybrid learning, it is assumed that moderate to substantial community spread is occurring. If the number of students and school staff who are absent or who are sent home with influenza or COVID-19 type symptoms reaches 5% of the total number of students and staff in a school within a single week, the transition to a distance learning model may take place.

The distance learning model may be considered for short periods of time if confirmed cases are identified, but contact tracing and notification of close contacts in school settings cannot be completed with 24 to 36 hours.

Testing

Updated MDH requirements require Public Schools to have on site saliva testing available to school district staff who are participating in, in-person and/or hybrid learning. The testing is fully voluntary and not required.

Testing will be available to school staff every other Tuesday from 8:00 am – 2:00 pm in the main office conference room.