



The purpose of the Shakopee Public Schools' novel Coronavirus (COVID-19) Response Plan is to outline district processes and action steps that will be taken in the case of a Coronavirus incident. The primary focus of this plan is to protect the health and wellness of district students and staff. All district efforts, including communication to parents and staff members, will have health and wellness as the top priority.

Shakopee Public Schools has been and will continue to work in partnership with the Minnesota Department of Health (MDH), and the Minnesota Department of Education (MDE). Their guidance, along with Governor Tim Walz, is that at this time public schools should remain open. There may be certain situations in which the district may need to react swiftly and decisively to assure the good health and safety of those individuals in a crisis situation. The district is fully prepared to make such decisions should the need arise.

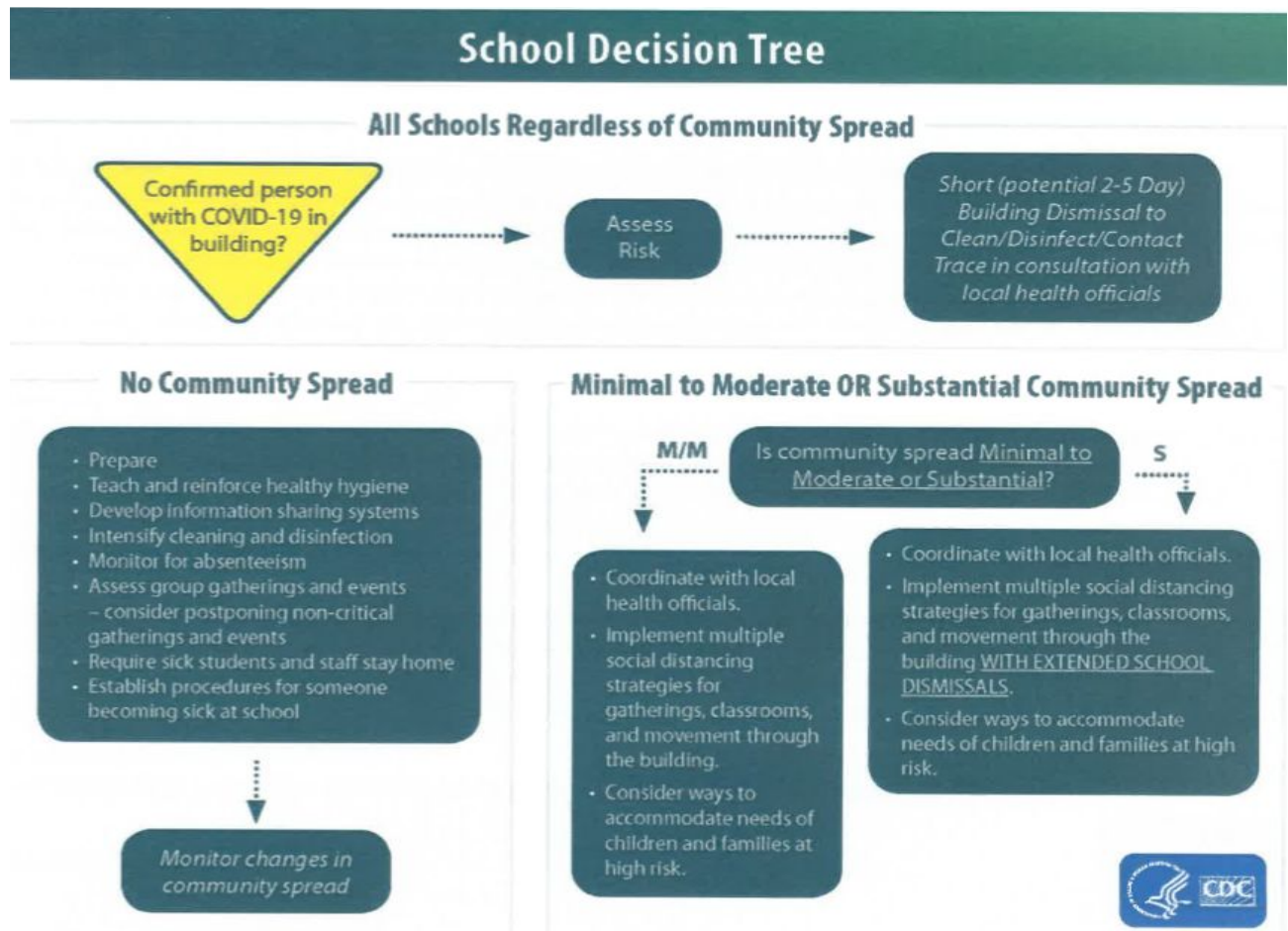
Monitoring health conditions

- The Minnesota Department of Health (MDH) has primary responsibility for the overall monitoring of Minnesota residents who may be exposed to the Coronavirus, and they will inform the district of steps they expect the district to implement.
- Shakopee Public Schools will closely monitor the health conditions of students and employees while they are in school in order to detect any potential for the presence of infectious illness, including the novel Coronavirus.
- Parents should immediately notify their student's building principal of any family member who exhibits any serious symptoms that could impact students or staff members.
- The district has protocols in place for immediate isolation of the person involved, and communication to families with students in the district and our employees, if such an event occurs.
- Parents who have questions about symptoms their child may be exhibiting should contact their primary care physician. School health staff cannot diagnose illnesses.
- Although the district already does regular cleaning on a regular basis, the level of cleaning and disinfecting will be accelerated in common spaces and classrooms of every school in the event of a Coronavirus incident.

Determining if a school will close as a result of a Coronavirus incident

If public health officials identify a staff member or student at Shakopee Public Schools as a patient under investigation or a confirmed case, the MDH will reach out to school health staff and administrators to provide information and guidance on notifications and other appropriate

actions. MDH will help determine the appropriate steps to take and would decide the need for quarantining people on a case-by-case basis. Following guidance from the Minnesota Departments of Education, the Minnesota Department of Health, and the Centers for Disease Control (CDC), the district will make the determination on whether or not to close a school(s) or district as a result of a Coronavirus incident. Below is the [CDC School Decision Tree](#), which the district is using:



Online learning during a school and/or district closing

If a school or schools need to close, communication will be sent via the same channels we use when weather causes school or program closures - email, text, phone, social media and website. This communication will also include information as to whether, or not, online learning will occur, and when it will begin. If an individual school or multiple schools is closed due to Coronavirus, Shakopee Public Schools intends to provide online learning (Connected Learning Days) for students in the affected schools. The Superintendent, in consultation with the Minnesota Department of Education and the Shakopee Education Association, will initiate the

online learning for students. In the event of an extended closing, online learning will be delivered in ‘five day blocks’. The first day of the learning block will be used for teacher preparation and planning. The following four days will be used for online student learning. This sequence will be repeated in ‘five day blocks’ for the duration of the closure.

The district recognizes the top priority is the health and safety of staff and students. Should staff and students become ill during a school closing, the priority is for them to focus on their health and getting better. Academic instruction and learning can resume once staff and students have recovered from the illness.

If a school building is closed, it is unlikely that any other activities (indoor/outdoor facilities or internal/external users) would be held in the building for the duration of the closure.

Teachers’ responsibility if schools are closed and there is no online learning

If schools are closed during a pandemic, teachers will not be expected to report to their school site.

Teachers’ responsibility if schools are closed and online learning is implemented

In the event a school, or schools, are closed due to Coronavirus and online learning is implemented, teachers need to be prepared to provide online learning for an extended period of time. Teachers also need to be prepared to provide online learning for shorter durations, too.

- Teachers will be accessible by district communication tools during regular school hours.
- If a staff member is not available during Connected Learning Days due to illness or a personal day, the teacher will communicate their absence to students/families in their classroom/course(s).
- If a teacher is quarantined or diagnosed with COVID-19 but can still facilitate online teaching duties, they are encouraged to do so. In this case, there is no need to submit ‘sick time’.
- If a teacher is ill and cannot facilitate online teaching duties, they are not expected to do so, and should put in for ‘sick time’.
- Staff will provide their best effort to provide appropriate and reasonable accommodations for students who are serviced on an IEP or 504. Every reasonable attempt will be made to provide the IEP accommodations.
- Special Services teachers will provide their best effort to provide specialized instruction to students based on IEP goals and objectives. They will be available to students, families, and staff for support.
- Digital Learning Coaches are prepared to support the shift to delivery through online learning. They have been gathering and disseminating resources to support teacher questions about the best strategies for screencasting, conferencing, and video recording.

Student expectations if schools are closed

- Families will receive an automated message notifying them of a school cancellation. Messages will also be distributed via the district website, text, phone call, and social media. This message will also provide information regarding whether, or not, Connected Learning Days will be initiated.
- In most cases, K-2 grade students will complete their SABERS boards. Grades 3-5 will engage in combination of SABERS boards and digital learning activities. Grades 6-12 students will log onto their courses in Canvas to connect with their teachers and work on their assignments. Early childhood students, birth to age 5, and parents enrolled in Early Childhood Family Education (ECFE), PACE, and Stepping Stones Preschool will have access to E-learning options provided by teaching staff.
- Teachers will be available during the school day via various forms of communication-- email, voicemail, online platforms where applicable, etc. to answer questions and provide guidance.
- The due dates for Connected Learning Day assignments will be determined by each teacher.
- The district will make every effort, and when possible via the online learning system, students with special needs will receive individual accommodations afforded to them in their IEP or 504 plans.
- Click [here](#) for more information on Connected Learning Days.

Use of Employee Sick Leave

Use of sick leave will follow contract language.

Substitute Employees

When school remains open, the district will continue to work to provide quality substitutes for certified staff and paraprofessionals.

Employee Attendance

The district will follow district policy and bargaining unit contracts for employee attendance. If broad exceptions are made, specific details and decisions will be communicated when necessary.

Essential Functions

During an extended school shutdown, essential district functions and departments will continue to operate. Essential departments include: Communications, Human Resources, Finance, Payroll, Principals, District Administration and Technology. Contingency plans will need to be made to cover critical functions if employees are sick and unable to work.

Expectations of Support Staff during a shutdown:

Paraprofessionals

- If the closures involve less than a full shutdown, paraprofessionals may be assigned to open schools in the district.
- When possible, paraprofessionals will be provided opportunities for alternative work should the opportunity to continue their regular work be suspended.

Clerical/Office Assistants

- In general, office assistants will not be expected to perform duties during days that school is not in session during a closure. There may be an expectation that evolves during the closure in which these staff members will be needed to assist with communications between parents/students and teachers or administrators.
- Office staff members who are in closed schools may be given alternate assignments.

Food Service

- Food service employees will not be expected to perform normal duties during school closures.
- Food service employees may be given alternate assignments.
- In the event of a district closure of all schools, some members of this group will be given special assignments to operate a 'central distribution' of school meals

Custodial

- Custodial employees are expected to continue working during school closures.
- Job assignments and locations may be altered to meet changing needs.

Other Support Staff

- Expectations applied according to bargaining agreements.
- Persons in this group may be given alternate assignments.

Certified Staff other than Teachers

- Principals, APs, Counselors, Deans, Social Workers, Media Specials TOSAs, Instructional Coaches, District-wide Administrators, Psychologists, Media Specialists, etc.
- May be given alternate assignments if their regular duties are interrupted due to Coronavirus.

- Counselors, Psychologists, and Social Workers will be available to remain in contact with individual students via phone, text, email and other means during a closure. This group will also work in collaboration with colleagues as needed.

Return to school following travel

- With Spring Break coming up at the end of March, Shakopee Public Schools realizes students and families may engage in travel out of state, or out of the country.
- School districts do not have the authority or the means to monitor the personal travel of students and families, or to restrict school attendance as a result of travel.
- Families and staff who have traveled within – and outside – the United States, or have trips planned in the coming weeks, should review the information provided by the Centers for Disease Control (CDC).
 - Upon return from travel outside of the United States:
 - Students and staff should consult with the [CDCs website](#) to assess their exposure to the pandemic.
 - If travel was to a Level 2 or 3 country (CDC travel warning levels):
 - Students and staff should contact public health officials for further guidance, assessment, and monitoring.
 - Public health officials will contact Shakopee Public Schools to inform the district when the student or staff member can return to school.

Access to District Facilities

While it is inconvenient and uncomfortable to postpone events and initiate strategies which limit access to our schools, these public health interventions are expected to slow the spread of disease. Beginning at 4:00 PM on March 13, 2020, Shakopee Public Schools will be taking the steps below to protect the health and safety of students, staff, and residents by suspending all non-essential access to our school buildings:

1. Visitor access to Shakopee Public Schools facilities will be limited.
2. Field trips are cancelled until further notice.
3. Athletic competitions and fine arts performances in Shakopee Public Schools facilities are cancelled until further notice.
 - a. School-sponsored athletic and activity practices and/or meetings will continue as regularly scheduled.
4. Community events to be held in Shakopee Public Schools facilities are cancelled until further notice.

Transportation

Buses will run routes for any open schools in the district. Modifications will be made due to any closed schools. If the entire district closes, there will be no bus service.

Impact on Home-Based Programs, Homebound Instruction, Adult Programs, etc.

If schools are closed, the district's home-based programs, homebound instruction, and adult programs will be closed.

Community Education services and programs

If the schools are closed, all programs and services sponsored by the district's Community Education program will also be closed or not offered. This includes Youth Driver's Education, Behind the Wheel and all other Community Education courses. YMCA School-Age Care will also not be provided in our buildings. A determination on program fees will be made on a program-by-program basis including possible options for rescheduling activities or classes and/or refunding fees. The district's Early Childhood Family Education (ECFE), PACE, and Stepping Stones Preschool Program will provide E-learning options for enrolled families.

Cleaning

Custodians clean the schools in the evenings, focusing on counters, drinking fountains, bathrooms, sinks, and other commonly touched surfaces. If a classroom or grade level at a school experiences an unusually high absence rate due to flu or colds, additional sanitizing is done. The district has purchased, and begun using disinfectant chemical products that will disinfect and kill emerging pathogens; the type associated with Coronavirus.

The cafeteria is cleaned and sanitized before and after lunch hours.

According to the CDC, handwashing with soap and water is the most effective way of preventing the spread of illness. Students and staff can bring their own hand sanitizer to school if they wish.

Prevention methods

Under the guidance of the MDH, we are recommending the following simple, everyday habits to help prevent the spread of illness throughout our school communities:

- As always, staff and students should stay home if they are feeling ill, have a fever of 100 degrees or more, or are exhibiting flu-like symptoms such as fever and cough, fever and shortness of breath or fever and sore throat.
- Wash hands often with soap and water for at least 20 seconds.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Use your own water bottle - do not share.
- Cover a cough. Cough or sneeze into an elbow or use a tissue and place immediately in the trash.

Communication

- All district communications come from the Shakopee Public Schools Communications Department in consultation with the Superintendent, Assistant Superintendent, the district Licensed School Nurses and Public Health officials.
- The department will share consistent messages with staff, students, parents and community residents.
- Information will be sent via the main district communication channels including: email, website, social media, and our parent phone notification system, including text and voicemails.

More information on the Coronavirus is available at <https://www.cdc.gov/coronavirus>.

If you have additional questions about COVID-19, we encourage you to review the latest information available from the Minnesota Department of Health or call the MDH hotline: 651-201-3920.