# LEARNING TOGETHER. STRONGER TOGETHER.

## 2020-21 SCHOOL YEAR

**PANDEMIC RESPONSE PLAN**

**LEARNING TOGETHER.
STRONGER TOGETHER.**

## Our Goal

Do the absolute best we can, while prioritizing the health and safety of our students, staff and community, to provide the best learning experiences possible for each and every one of our students.

# Letter from the Superintendent
## Mike Redmond

Ever since the Governor gave Executive Order 20-01 on March 13, 2020, we've been grappling with planning and ideas for how we might return to school. These efforts increased greatly in the middle of June and are continuing today. The primary focus guiding all of this work is:

Do the absolute best we can--while prioritizing the health and safety of our students,staff, and community--to provide the best learning experiences possible for each andevery one of our students.

The planning has included examination and analysis of information and ideas from school districts and organizations around the world. Please note, we're certainly not saying we've got everything worked out perfectly, we don't. But, the efforts on behalf of meeting the goal written above have been nothing short of incredible. We've incorporated lots of feedback from students, parents and staff in our planning. Many staff across the district have pitched in and worked diligently on these efforts the past two months. Contributions include formal committee/planning group work, individual sharing of ideas, creation of surveys, collection of data from surveys and other sources and providing constructive feedback. The list linked here includes some of the more district-wide type groups. There are now many other building-based, subject-based, and similar groups deeply involved in working on details and preparing the plans for implementation. I apologize in advance for missing anyone on the linked lists, but wanted to share the lists to give a sense of how many people have been digging in and contributing to our district's work on behalf of our student, staff and school community.

I don't know that I have the words to really express how appreciative I am for each and every person who has given their time and talent this summer to helping our district prepare to meet monumental challenges. Thank you. I'm deeply moved by your commitment to students and your passion for serving our community.

We're sharing this communication today in an attempt to provide a comprehensive update in regards to many facets of the plans for the coming school year. This communication is meant to be district-wide in nature. In the coming days and weeks, the primary communication on the details will be coming from our school buildings and programs, similar to what is done in a typical school year. I think it's important to note, we aren't creating these plans in a vacuum. We are abiding by and incorporating the mandates and guidance from the Governor of Minnesota, the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH). We are also using a variety of other sources of research and evidence based information, such as the Center for Disease Control, the National Institutes of Health, the University of Minnesota and others to help guide our thinking, and to share the best learning experiences for students while also prioritizing the health and safety of our students, staff and community.

# Letter from the Superintendent
## Continued

On Monday, August 10, our school board passed a <u>resolution</u> that outlines how decisions will be made in our district for the adoption of learning models for the 2020-21 school year, and other pandemic related matters. Our plan will be finalized and announced at the district's August 24 board meeting, which will be live streamed and accessible online. There are a number of reasons for this purposefully deliberative action:

- There is a two-week time lag in the <u>primary source of official numbers</u>. In other words, the county-by-county numbers that get released on Thursdays reflect a fourteen day time period that ended almost two weeks prior to the release of the data.
- It allows for additional analysis of the situation, especially for updated case numbers and possible trends within those numbers.
- It allows for additional time to study the results of schools across the nation who have returned to some form of in-person instruction.

The July 30 directives from the Governor and MDE also strongly encouraged the formation of an advisory team. Our district's <u>Pandemic Response Advisory Team</u> is meeting every Friday. Bringing the perspective of this group into the decision-making process provides multiple points of view on the topic, and allows for more thoughtful decision-making.

We hope that this guide will help answer questions and continue to keep our parents/guardians informed and empowered. While we are no doubt operating in challenging times, we will continue to thrive and learn, becoming stronger, together.
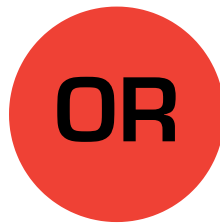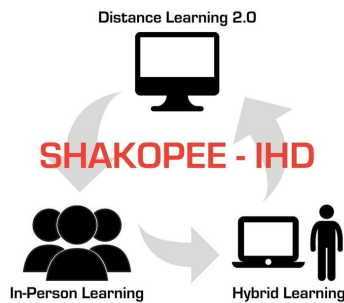
<u>Click here for the latest district updates and news</u>

# Student Choice and Programs

In June 2020, the State instructed school districts to prepare for three scenarios (In-Person, Hybrid and Distance) to start the 2020-21 school year. Using this guidance, the Shakopee IHD program and Shakopee Online, an option for students to learn completely online, were created.

**Distance Learning 2.0**

**SHAKOPEE - IHD**

In-Person Learning          Hybrid Learning

**OR**

**SHAKOPEE ONLINE**
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## Shakopee School - IHD

IHD stands for In-person, Hybrid or Distance learning. Under the IHD program, your child will attend their regular school with noted modifications. These learning models are designed to be flexible so the district can move smoothly between each option, when needed. It is possible that the district could move through all three options throughout the 2020-21 school year as the pandemic situation changes and evolves.

In-person: Fully in-person with full capacity, every day. This will only happen if the State moves out of Phase 3 into Phase 4 for the Minnesota Stay Safe Plan pandemic response.

Hybrid: Splits shifts of students who come to school in an A-B day pattern. One day is at school followed by a distance learning day and so on. Kindergarten students will attend school in-person everyday.
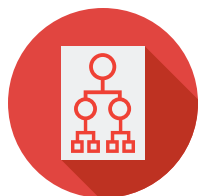
Distance: Completely online learning model with an improved delivery system to what was done in spring 2020. This includes daily live instruction and online interaction with teachers.

## Shakopee Online

Shakopee Online is an option available to all students for the 2020-21 school year. This program will be hosted completely online with Shakopee teachers. It is open to students in grades K-12. Shakopee Online will continue throughout the entire 2020-21 school year regardless of what option Shakopee IHD and Shakopee Public Schools regular school is currently implementing.

# Program Decision Making Process

State directives strongly encouraged the formation of an advisory team to support the district's decision making processes to determine how the Shakopee IHD program will start the 2020-21 school year, as well as adjusted throughout the year.

Our district's Pandemic Response Advisory Team was approved at the August 10, 2020 school board meeting to assist with this process. The Team, which is comprised of the Superintendent and his cabinet, district principals and directors, parents and students, will meet every week (generally Friday) and bring a unique perspective into the decision-making process. The district's Pandemic Response Advisory Team's input and feedback are especially important in situations in which the Scott County COVID-19 case data lacks clarity and/or is trending strongly, in either direction, towards a boundary in the Learning Model Table so that proactive measures can be taken to minimize ad hoc adjustments. Additionally, their role includes:

- Analysis of the reliability, trends and consistency of the COVID-19 case number data per 10,000 residents for Scott County.
- Analysis of the systems and operations in Shakopee Public Schools including health and safety, health services, operations, student and employee/teacher support and technology.

Below is a brief, high-level overview of the district's decision making process as it relates to the Shakopee IHD program (and subsequently the Shakopee Online program).

### 1  District Decision Making Process: Opening of the 2020/2021 School Year

- (Week of August 17) District superintendent, superintendent cabinet and school principals discuss and review student needs.
- (August 21) District, with support from the Pandemic Response Advisory Team, discuss and review current Scott County COVID-19 cases.
- (August 24) Superintendent provides an update to the school board regarding how the Shakopee IHD program should start for the school year.
- (Prior to September 8) More detailed information provided to parents/guardians from direct school (e.g. teacher/class assignments, schedules, supply lists, Lifetouch fall pictures, transportation, etc.).
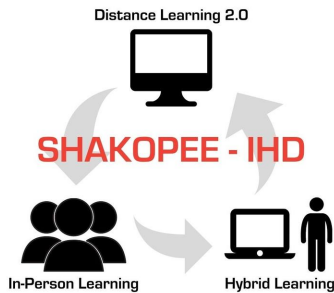
### 2  District Decision Making Process: Shakopee IHD Program Change

- Review current COVID-19 case numbers with Pandemic Advisory Response Team and superintendent every Friday and report numbers to district staff, families and stakeholders.
- Discuss any changes to the Shakopee IHD program amongst district superintendent, cabinet members and school principals.
- Provide, via superintendent, regular updates to the school board regarding district's efforts to uphold COVID-19 related educational and public health guidance, including any adjustments to the Shakopee IHD program.
- Announce program changes to the district and its families ten days prior to implementation.

NOTE: Rapid and/or large changes in COVID-19 case numbers may warrant immediate changes to the learning models. These could be district-wide changes, building changes, grade level changes or specific classroom changes.

# Shakopee IHD Program Overview

Distance Learning 2.0

**SHAKOPEE - IHD**

In-Person Learning          Hybrid Learning

Students in the Shakopee IHD program will attend their regular schools when the conditions allow for Hybrid or In-person learning. Students in Shakopee IHD will work from home when the pandemic conditions dictate we are required to be in Distance learning. It is likely a student may shift from one form to another form of learning throughout the school year.

- When in the 'H', Hybrid part of Shakopee IHD program, strict guidelines for health and safety will be followed each day to keep all students safe. Measures will include social distancing, wearing face masks/coverings, modified class schedules and lunch periods to limit contact, changes in hallway travel routes, increased fresh air exchange, enhanced cleaning and disinfection, plexiglass barriers and more.
- Students will:
  - Rotate between attending school and distance learning every other day on an A-Day/B-Day rotation. The A/B rotation will be based on household so all children within a family will be placed on the same schedule.
  - Elementary schools will begin one hour later than their normal start times to allow for condensed scheduling.  This also minimizes the number of student transitions throughout the day.
  - Specialists (media, art, music and physical education) will provide instruction for students on distance learning days.
  - The Middle School schedule has been altered from a seven period day to a four period day, or block schedule. This change reduces the amount of student movement by having fewer transitions within the day. It also reduces the number of different groups of students and the number of courses to manage at one time from seven to four.  The schedule change will also make it easier for students to move between the different formats (I, H, and D) of instruction in response to pandemic conditions.
  - Kindergarten students will attend on site every day.
  - Some students in need of intervention, receiving English Learner (EL) services, or receiving Special Education services may attend additional days on site.
  - In alignment with our current understanding of the rules as set by MDE and MDH, most classrooms in our district will support no more than 16 students at any one time while in Hybrid.

# Shakopee IHD Program Overview - Continued

- When in the 'D', Distance learning 2.0 part of Shakopee- IHD, students will work from home.
  - Students will receive daily, live interaction with their teacher and classmates.
  - Additional synchronous (live) learning sessions may be offered to students who are English Learners, Special Education, or unique learners who may need more support to be successful in a distance learning environment.
  - If the rules set by the Governor and MDE allow, there may be opportunities for unique learners to participate on site in a limited fashion while in Distance format.
- A move to the 'I', In-person learning, would be a return to all students on site every day. Dependent on the state of the pandemic, certain health and safety cautions may be modified, others may remain in place.

**Click here for more details on Distance learning for elementary students**

**Click here for more details on Distance learning for secondary students**

**Click here for more details on Hybrid learning for elementary students**

**Click here for more details on Hybrid learning for secondary students**

**Click here for more details on In-person learning**

Note: Responses to the Shakopee IHD and Shakopee Online programs provided by parents/guardians in early August have allowed the district to proper plan for necessary resources and teaching staff needed within each program. We understand that as the pandemic evolves, parents/guardians may have questions related to their current program and preferences. Our goal will continue to be providing the best learning experiences possible while prioritizing the health and safety of our students, staff and community. While we will work tirelessly to ensure this goal is upheld, decisions to adjust a student's program would be considered in the same manner as a school in-district transfer request, and will need to be handled on a case-by-case basis. Our hope is to provide an excellent experience in the original chosen Shakopee IHD or Shakopee Online program throughout the entire 2020-21 school year.

# Shakopee Online Program Overview

Shakopee Online is a K-12 virtual program that provides equitable educational opportunities for all students. The online classroom will focus on building relationships while providing exceptional online learning experiences in order to meet the the district's mission of educating lifelong learners to succeed in a diverse world.

In an effort to best serve students choosing Shakopee Online, the program will offer students an opportunity to participate online only for the 2020-21 school year. Shakopee Online will seek to have as many staff as possible dedicated solely to providing services in this program. Many courses will be taught by district teachers who will shift from their previous assignments to serving in Shakopee Online. Course offerings will be robust, but not necessarily match those available in the Shakopee IHD program.

With Shakopee Online, you can:
- Expect regular LIVE instruction and interaction with a licensed Shakopee teacher.
- Engage in interesting and rigorous coursework with timely feedback and assistance as needed.
- Personalize your work time to fit your individualized needs.
- Personalize work time to fit your individual needs.
- Receive your required support services (Special Education, 504 supports, English Learner).
- Participate in enrichment and/or intervention opportunities as needed.
- Self-selected drop-in appointments in person as needed (Minnesota Department of Health Guidelines apply).

**Click here to learn more about Shakopee Online for elementary students**

**Click here to learn more about Shakopee Online for middle school students**

**Click here to learn more about Shakopee Online for high school students**

Note: Responses to the Shakopee IHD and Shakopee Online programs provided by parents/guardians in early August have allowed the district to proper plan for necessary resources and teaching staff needed within each program. We understand that as the pandemic evolves, parents/guardians may have questions related to their current program and preferences. Our goal will continue to be providing the best learning experiences possible while prioritizing the health and safety of our students, staff and community. While we will work tirelessly to ensure this goal is upheld, decisions to adjust a student's program would be considered in the same manner as a school in-district transfer request, and will need to be handled on a case-by-case basis. Our hope is to provide an excellent experience in the original chosen Shakopee IHD or Shakopee Online program throughout the entire 2020-21 school year.

# Timeline

August 5, 2020 | Deadline for school program choice for all Shakopee families

August 7, 2020 | Final date for program choices; no choice defaulted to Shakopee IHD

August 10, 2020 | District board meeting

August 10, 2020 - August 24, 2020 | District team schedules, plans and staffs for 2020-21 school year

August 24, 2020 | District board meeting to approve decision on how school will begin on September 8, 2020

Starting August 25, 2020 - More detailed information (e.g. teacher/class assignments, schedules, supply support lists, Lifetouch fall pictures, transportation, etc.) sent to parents/guardians by assigned school

September 8, 2020 | First day of school

# Health, Safety and Operations
## Physical Spaces

### Sanitizing

- Sanitizing supplies in every room
- Cleaning and sanitizing desks/chairs/tables at the end of each class
- Updating routines and high-touch surfaces, cleaning multiple times each day

### Creating space for distancing

- Removing furniture
- Reconfiguring work spaces
- Reconfiguring classrooms

### Drinking Fountains

- Bottle filling only

### Signage

- Posting safety signage for hand hygiene, physical distancing and symptoms

### Floors

- Ensuring 6-foot separation stickers in high traffic areas

### Playgrounds

- Dividing playgrounds into sections and assigning classrooms by sections
- Rotating sections each day
- Ensuring students wash or sanitize hands before and after recess

### Classrooms (Supplies and Configuration)

- Hand sanitizer, disinfectant and gloves
- Desks facing the same direction
- Physical distancing of furniture

# Health, Safety and Operations
## Healthy Environments

### Ventilation
- Increasing circulation of fresh outside air into buildings
- Increasing fresh air flow by at least 100%

### Cleaning and Disinfecting
- Updating routines for daytime custodians to include frequent disinfecting of high touch surfaces
- Nightly disinfecting of each building that includes the use of electrostatic or spray cleaning devices

### Shared Objects
- Individual supplies/no community supplies
- Very limited community supplies (ex: manipulatives, paint brushes)

### Large Group Gatherings
- Discontinuing of most large group gatherings
- Discontinuing of most field trips

### Communal Spaces
- Staggered use
- Cleaning between uses

### Hand Hygiene
- Teaching and reinforcing
- Strategic signage placement
- Handwashing routines built into daily schedules

### Modified Building Layouts
- Adjusting student walking patterns and staggered dismissals
- Maximizing building space usage to provide greater distance
- Limiting building capacity to 50% of maximum occupancy
- Including additional isolation space in nursing office to accommodate ill students

### Plexi-Glass Barriers
- Placing barriers at high traffic work stations

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# Health, Safety and Operations
## Day-to-Day

### Health Screening
- Families will be responsible for daily health screening for their children. (magnets given to each family)
- Staff will be responsible for their own health screening
- Students/staff that display symptoms will be sent home from school/work

### Visitors
- Limiting non-essential visitors, volunteers and external groups
- Vendors/contractors will meet outside of regular school days ,when possible
- Contract work done outside of regular school days, when possible

### Cohorts
- Limiting interaction outside of classroom environment
- Secondary lockers not used

### Entrances and Exits
- Regulating access and directional flow
- Limiting building hours before and after school

### Masks/Face Coverings
- Based on state guidelines, masks/face coverings are required for all K-12 students and staff within all school buildings and on school buses/transportation vehicles
- Students will receive one cloth face covering
- Staff members will receive one cloth face covering
- Disposable face masks will also be available
- Licensed teachers and non-licensed staff will receive face-shields

### Program Choice
- Families will be given the option to participate in the Shakopee Online program, if desired

# Health, Safety and Operations
## Transportation

### Student Capacity

- In-person learning mode - buses will run at approximately 67% capacity
- Hybrid learning mode - buses will run at approximately 33% with one student per seat
- Students from the same household may be assigned to the same seat
- Students will load the bus using seats in the back first and unload the bus from front to back
- Use of assigned seats to assist in rapid contact tracing, if necessary

### Face Coverings

- The State requires masks for bus riders including students in K-12
- An extra supply of face coverings will be available on buses/vans for riders that forget to bring them
- Drivers are also required to wear face coverings

### Health and Safety

- Buses will be disinfected following each route with special attention to high touch areas
- Additional ventilation may be provided from partially opening windows and/or roof hatches as conditions permit
- Students who become ill during the day are not permitted to ride the bus home
- Hand sanitizer will be provided on the bus

### Students with Disabilities

- IEP or 504 plan-driven accommodations will be reconfigured to meet physical distancing guidance while meeting the needs of individual students

### Drop Off and Pick-Up Zones

- Bus and parent drop-off and pick-up zones and loading/unloading times may be modified to accommodate a potential increase in self-transported students

# Health, Safety and Operations
## Nutrition Services

**Meals in the Buildings**
- Breakfast and lunch will be available on-site everyday
- Meal time locations may be moved to small-group settings outside of the cafeteria, including classroom spaces as determined by school sites
- Students will come to the cafeteria to pick up meals on a staggered schedule to allow for physical distancing
- Physical distancing decals/stickers/tape will be used on the floors in the cafeterias
- Physical distancing will be maintained during meal service regardless of location
- Food Services staff will wear face coverings and other PPE
- Students will wash or sanitize hands before and after meal service
- Students may be assigned a seat in the lunchroom for contact tracing
- Modified entry and exit procedures to limit contact
- Disposable utensils only

**Hybrid learning**
- Hybrid learning students will be able to take meals home for the next day (when they are not on-site)

**Distance learning**
- In the event of Distance learning, families will be able to pick up meals at designated sites throughout the district; meals will also be delivered to designated stops around the district

# Student and Staff Illness

In an effort to prepare for potential COVID-19 illness of our students and/or staff, the district has created reference guides for both groups that includes information on all possible scenarios should COVID-19 be diagnosed or suspected. The protocols identify the next steps in interacting with staff and/or students who have screened positive meaning they:

- Share they were exposed to someone with COVID-19 or;
- Share they were diagnosed with COVID-19 and it has been less than 10 days ago since their test or the onset of their symptoms or;
- Present the new onset of a cough or shortness of breath by themselves or;
- Present a least two of the following symptoms:
  - Fever (100.4 or higher)
  - Chills
  - Muscle pain
  - Sore throat
  - Loss of sense of smell or taste
  - Gastrointestinal symptoms of diarrhea, vomiting or nausea

A daily checklist magnet will be sent to Shakopee IHD district families prior to the start of the 2020-21 school year further outlining screening practices as well as general health and safety reminders. A sample of the checklist is included to the right.

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At-Home Daily Checklist

☐ **Does your child have either of the following symptoms?**
- **New onset cough**
- **New shortness of breath**
*If yes to either, stay home and call your school.

☐ **Does your child have 2 or more of the following symptoms?**
- **Fever (100.4°F or higher)**
- **Chills**
- **Muscle pain**
- **Sore throat**
- **Loss of sense of smell or taste**
- **Diarrhea, vomiting, or nausea**
*If yes stay home and call your school.

☐ **Has your child been diagnosed with COVID-19 in past 10 days?**
*If yes stay home and call your school.

☐ **Has your child been exposed to COVID-19 in past 14 days?**
*If yes stay home and call your school.

**IF YOUR CHILD IS ILL OR HAS BEEN EXPOSED TO COVID-19, PLEASE KEEP YOUR CHILD HOME AND CALL YOUR SCHOOL.**

**Before you leave home, remember:**
- **Bring your mask to school**
- **Sanitize your mask daily**
- **Wash your hands**

**FALL 2020**

# STUDENT REFERENCE GUIDE
## SUSPECTED, PRESUMPTIVE OR CONFIRMED CASES OF COVID-19 (K-12
### Updated September 10, 2020

This Student Reference Guide is intended to be a helpful tool for the district to be used in response to a suspected, presumed or confirmed case of COVID-19. The noted protocols identify next steps when interacting with students when a parent reports the following or a student presents with the following:

- A student was exposed to someone with COVID-19 OR;
- A student was diagnosed with COVID-19 and it has been less than 10 days since their test or the onset of symptoms OR;
- A student experiences one 'more common' symptom OR at least two 'less common' symptoms:
  - More common: fever greater than 100.4, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell
  - Less common: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose
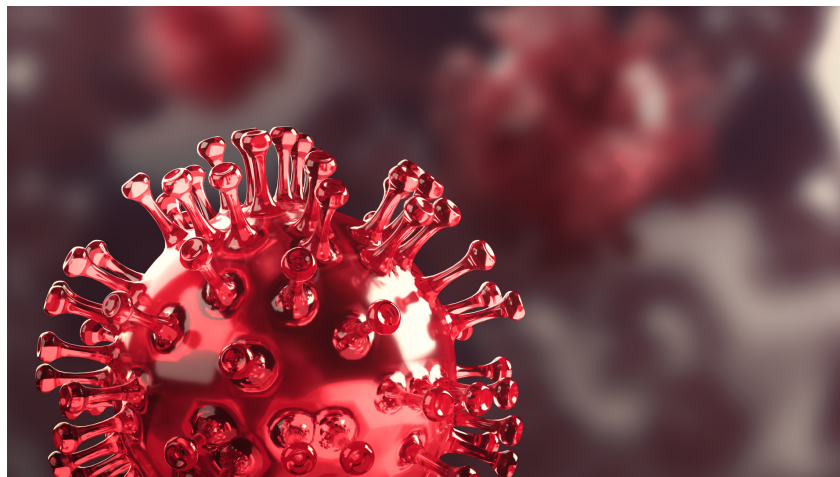
# Important Definitions

Close Contact to COVID-19: Close contact is defined as when a person is within 6 feet of someone with COVID-19 for 15 minutes or longer, at anytime during the 10 days of their diagnosed COVID-19 illness or within two days from when they developed COVID-19 related symptoms or received a positive test (i.e. date of test) if they did not experience symptoms.

Quarantine: Quarantine is defined as the 14 day period that a person exposed to COVID-19 stays home, monitors their COVID-19 symptoms and checks their temperature twice a day.

Isolation: Isolation is defined as the 10 day period that a person with COVID-19 symptoms, or a person that tests positive for COVID-19, stays home. The person should stay and use a separate bedroom and bathroom, if possible, wear a mask when around household members and watch for serious symptoms that would indicate the need for emergency care. The 10 day period starts at the onset of symptoms or day of the positive COVID-19 test, whichever is first. Upon the 10th day, if the person still has a fever/symptoms, then they must continue to isolate until fever-free (without fever reducing medication) for a minimum of 24 hours and symptoms have improved.

Contact Tracing: In the case of a positive COVID-19 test, the Minnesota Department of Health is notified and information passed on to Scott County Public Health. Scott County Public Health contacts the impacted person to find out who they have come in contact with since the onset of symptoms or 48-hours prior to their positive COVID-19 test. The County also provides additional resources related to isolation procedures. The person's contacts are notified via phone by the County and informed of quarantine guidelines.The impacted person's name will only be released to their contacts with prior verbal consent to the County.

# Student Screen for COVID-19

Below is an overview of student screening procedures for COVID-19. A further breakdown of details, exclusions and general support information for each scenario is included on the pages to follow.

## NO SIGNS OR EXPOSURE

## COVID-19 POSITIVE TEST OR DIAGNOSIS CLOSE CONTACT, NO SYMPTOMS

Cannot go to school; home for 14 days since exposure

## COVID-19 POSITIVE TEST OR DIAGNOSIS, NO SYMPTOMS

Cannot go to school; isolates at home for 10 days from first positive COVID-19 test

## COVID-19 SYMPTOMS, MAY/MAY NOT HAVE POSITIVE TEST OR DIAGNOSIS

A student experiences one 'more common' symptom OR at least two 'less common' symptoms:

- More common: fever greater than 100.4, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- Less common: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.

Cannot go to school

- If confirmed positive OR person has not been tested: isolates at home 10 days from first symptom(s), must be fever-free for 24 hours without the use of medicine, AND free of symptoms before returning to school.

If confirmed diagnosis other than COVID-19: follow normal return to school policy.

## STUDENT
### COVID-19 positive test or diagnosis close contact, no symptoms

Exclusions and Notes
- Student will not be in school.
- If notified while in school, separate student in designated area with supervision by a delegated staff person until transportation home is available.
  - If in school, school will notify designated parent/guardian/family member or other emergency contact to facilitate student getting home safely.
  - Student may return to school 14 days after last close contact with ill individual, if no symptoms develop nor do they have a positive COVID-19 test.
- COVID-19 testing is recommended for someone with close contact.
  - Parent will report testing results to the school nurse.
  - Parent will also report development of symptoms to school nurse.
- Student may participate in remote learning while in quarantine.

Notification and Communication
- School will follow directions shared by the local health department and internal COVID Communications and Reporting plan; any closures will follow directions shared by the local health department.

Cleaning and Disinfecting
- As long as routine cleaning and disinfecting have been done regularly, no additional cleaning is necessary.

## STUDENT
### COVID-19 positive test or diagnosis, no symptoms

Exclusions and Notes
- Student will not be in school.
  - If in school, separate student in designated area.
    - School will notify designated parent/guardian/family member or other emergency contact to facilitate student getting home safely.
- Student may return to school 10 days after the date of their first positive COVID-19 test, assuming they have not subsequently developed symptoms since their positive test.
- Student may participate in remote learning while in isolation.

Notification and Operations
- School will follow directions shared by the local health department and internal COVID Communications and Reporting plan; any closures will follow directions shared by the local health department.
- If the school is the first to know, school will notify the local health department of a lab-confirmed COVID-19 case and work with them to follow procedures such as contact tracing.
  - A public health professional will contact staff and families that are identified as a close contact to the individual that tested positive.
- The notice to staff and families will maintain confidentiality laws.
- School will consult with local health department as to whether closure of a classroom or entire building is required.
  - There may be no need to close the school if the local health department determines that close contacts are excluded and there is sufficient space to continue normal operations.

Cleaning
- If the student was in school while infected, close off areas used by the sick person, including school transportation vehicles and do not use these areas until after cleaning and disinfecting (buses are routinely cleaned and disinfected every day and between routes).
- People should not be in the classroom, room or other area of the facility while it is being cleaned.
- Open outside doors and windows to increase air circulation in the area.
- Use an EPA-registered disinfectant that is active against coronavirus as well as clean and disinfect frequently touched surfaces.
- Follow health department guidelines for any additional cleaning and disinfection recommendations.

## STUDENT
### COVID-19 positive test or diagnosis close contact, symptoms

Exclusions and Notes
- Student will not be in school.
  - If notified while in school, separate student in designated area until transportation home is available.
    - School will notify designated parent/guardian/family member or other emergency contact to facilitate student getting home safely.
- Student may return to school 10 days from the start of the symptoms. If at 10 days there is still a fever, a student stays out of school until fever free for 24 hours without fever reducing medication and improvement in symptoms.
- Student may participate in remote learning while out, as symptoms allow.
- Student may return to school following normal school policies, if they receive a confirmation of an alternative diagnosis from a health care provider that would explain the symptoms once there is no fever without medicine for 24 hours and they have felt well for 24 hours. They would follow the return to school guidelines for the diagnosed non-COVID-19 illness.

Notification and Operations
- School will follow directions shared by the local health department and internal COVID Communications and Reporting plan; any closures will follow directions shared by the local health department.
- If there is a positive COVID-19 test, those who had close contact during the period of infectivity will be informed and given direction about quarantine.
- The notice to staff and families will maintain confidentiality laws.

Cleaning and Disinfecting
- If a student had symptoms at school, then close off the areas used by that person and do not use these areas until after cleaning and disinfection.

## STUDENT
### COVID-19 positive test or diagnosis, symptoms

Exclusions and Notes
- Student will not be in school.
  - If in school, immediately isolate student in designated area (send student to the health office and call a nurse to pick up if the student needs to be accompanied) with supervision by a delegated staff person.
  - If in school, school will notify designated parent/guardian/family member or other emergency contact to facilitate student getting home and to medical care safely.
- Parent will be encouraged to seek medical care for their student.
- If diagnosed with COVID-19 based on test or symptoms, the person may return to school when:
  - At least 24 hours have passed since recovery defined as resolution of fever without the use of medications
  - Improvement in respiratory symptoms (cough or shortness of breath); and
  - At least 10 days have passed since symptoms first appeared
- If they have a negative COVID-19 test, the student will remain out for the 10 days, as above.
- Student may participate in remote learning while in isolation, as symptoms allow.
- Student can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain symptoms, once there is no fever without medication and have felt well for 24 hours.

Notification and Operations
- If positive diagnosis AND symptomatic individual: School will contact the MDH of a lab-confirmed COVID-19 case among students or staff and work with them to follow their procedures on contact tracing.
  - If symptomatic student without testing, school will contact MDH for guidance.
- School will follow directions shared by the local health department and internal COVID Communications and Reporting plan; any closures will follow directions shared by the local health department.
  - A public health professional will contact staff and families that are identified as a close contact to the individual that tested positive.
- The notice to staff and families must maintain confidentiality laws.
- School will consult with MDH as to whether closure of a classroom or entire building is required.
  - There may be no need to close the school if the local health department determines that close contacts are excluded and there is sufficient space to continue normal operations.

Cleaning
- Close off areas used by the sick person, including school transportation vehicles and do not use these areas until after cleaning and disinfecting.
- Wait at least 24 hours before cleaning and disinfecting; if 24 hours is no feasible, wait as long as possible.
- People should not be in the classroom, room or other area of the facility while it is being cleaned.
- Open outside doors and windows to increase air circulation in the area.
- Use an EPA-registered disinfectant that is active against coronavirus; clean and disinfect frequently touched surfaces.
- Follow health department guidelines for any additional cleaning and disinfection recommendations.