

Revised COVID – General Information and Health Expectations

Communication with Students, Families and Staff

CACS will utilize JMC (for all school wide communication), Email, Phone Calls, Social Media and our website to keep all families informed.

Teachers will use JMC, Class Tag, Email, or Phone Calls to communicate with their families.

Facilities Protocol

- Adequate cleaning schedules will be created and implemented by all CACS staff for all classrooms, resource rooms, office, computer lab, restrooms and gymnasium.
- Custodian will deep clean each room and gymnasium daily.
- Custodian will use disinfecting mist machine daily for all rooms, including gymnasium
- Restrooms will be cleaned and sanitized at least two times/day.
- Teachers will ensure students desk surfaces are cleaned at the end of each day.
- Hand sanitizer will be available in all classrooms and stations will be installed.
- Hand washing routines will be implemented into daily student schedules.

Health Screening Protocol

- CACS staff will conduct a visual assessment when the students arrive and will take their temperature and monitor symptoms if a they show signs of the virus and determine next steps
- The expectation is that all parents will screen their children at home before coming to school and will communicate with the school regarding any health concerns.
- The expectation is that all staff will also complete a health screening before coming to school.

Handling Suspected or confirmed positive cases

- The contact person will be the director- Kathy Koetter - at the school and she will be responsible for responding to COVID-19 concerns and will help coordinate with Countryside Public Health staff regarding positive cases.
- The director will be in contact with Countryside Public Health
- The director will notify MN Department of Health and provide information on who the student is that has tested positive and remain in contact with Countryside Public Health and our Regional Support staff.
- Any student or staff member who tests positive for COVID-19 will be isolated for 10 days
- MDH/MDE and Countryside Public Health will work with the director to make a decision about the plans for a class that has a COVID-19 positive case.
- The decision will be based upon these questions: Was the class intermixed at any time? Was social distancing followed? Were masks worn? Was this an inside or outside activity? What was the length of exposure?
- The director will notify families that there is a positive case within the classroom. Note: MDH defines close contact with others that is within 6 feet for more than 15 consecutive minutes.
- Exceptions to changing a classroom: If the classroom has maintained social distancing, exposure unrelated to class and the student was not at class after exposure and exposure was less than 15 continuous minutes in a class.

- The director will communicate to the parents through JMC that there is a positive case at the school.
- The parents will be informed if their child as a contact to the positive case; if they were not, no more communication will happen.
- The school will not be revealing any names relating to the positive case.
- If your child was determined to be a contact; the director will call the parent and inform them what the next steps would be. The positive case and the contacts would need to quarantine for 14 days and Distance Learning would begin for those students.
- Parents will receive all contact information for Countryside Public Health to answer any questions and receive the guidance needed for next steps.

Face Coverings

- Beginning on July 25, Executive Order 20-81 went into effect mandating face coverings in all public buildings. All students (Kindergarten– 6th Grade) and staff will wear a face covering throughout the day while in the building.
- Students may wear either a face mask or a face shield. Teachers may choose to wear the face shield during instructional time to allow for more effective teaching. A student or staff member who has a medical condition preventing them from wearing a face covering must supply documentation from their care provider to the office. CACS will follow all recommendations and requirements provided by Minnesota Department of Health and Countryside Public Health.
- CACS has adopted a Face Covering Policy in accordance with state law and public health guidance.
- Pre-kindergarten students age 5 years and younger are not required to wear a face covering; but may wear it if done in compliance with CDC guidance. This includes the children on the bus.

Arrival and Dismissal Procedure

- Busses will drop off students at the middle door (similar to previous years) and students will report to their classrooms to drop off their supplies before going to the cafeteria for breakfast.
- Parents who drop off their children will bring them to the front door and staff will be present to assist in bringing them to their classroom; parents will not be allowed in the school building unless it has been cleared ahead of time for a specific purpose. Parents may drop off students between 7:35AM and 7:45AM.
- Dismissal times will be staggered: students riding the bus will dismiss at 3:30 and students getting picked up will be dismissed at 3:00. Parents are asked to wait outside of the office entrance for their children. We ask parents to follow social distancing guidelines while waiting for their children at the end of the day and exit the parking lot immediately after picking up their children. Designated parking spots will be marked for parents and staff will be available to assist students in this process to ensure safety.
- No students will be staying after school unless they have signed up to attend the after school program.

After school program

We will offer the after school program for all students from 3:15 to 5:30 during In-Person Learning. Weather permitting the students will be outside. If we need to be inside the students will be in one room with masks and using social distancing guidelines. No toys, equipment or computers will be allowed and students must bring their own individually wrapped snack.

Hygiene practices

CACS will ensure the availability of appropriate supplies to support healthy hygiene behaviors: soap, hand sanitizer, paper towels, disinfectant wipes and tissues and strategically place all of these supplies in areas that are frequently used. Staff will build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities. Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and students. Handwashing reinforcements will be during key times including, but not limited to: arrival and dismissal; before-during-after preparing or eating food; after using the bathroom; after blowing one's nose, coughing or sneezing; after touching objects with bare hands that have been handled by other people. Education will be provided by health professionals at Countryside Public Health for proper handwashing, proper mask wearing and understanding the COVID-19 virus, the symptoms and steps to stay healthy. This education will be given to all students and staff at CACS.

Social Distancing

Classrooms will be spaced 6 feet apart with desks, tables and chairs. Students and staff will reinforce and use markings on the floors to stay 6 feet apart when in the hallways, standing in line, arrival and dismissal times. Nonessential visitors, volunteers and activities involving external groups or organizations will be restricted.

There will be no field trips, assemblies, programs or large group gatherings at the school until it is determined safe to do so by health officials.

IN-PERSON LEARNING

In-Person Learning refers to all students back in the school building and social distancing will be followed as much as possible throughout the day. All desks will be facing the same direction, masks or face shields will be worn by everyone in the building.

Recess

- Students will wear face coverings when walking to recess and coming back into the building. Students will sanitize their hands on the way out and again when entering the building.
- There will be no contact games, and equipment will be limited.
- Support staff will be supervising students to ensure social distancing when possible.
- Students will place their face coverings in a paper bag with their name on the bag and they will be the only person touching the bag.

Hallway Protocols

- All students and staff will wear face coverings when in the hallways.
- All students and staff will adhere to the floor markings and signage as posted.
- Students and staff will not be allowed to congregate in the hallways.
- When possible, students and staff should try to follow social distancing in the hallways.
- Lockers will be used for storage of personal belongings and school supplies will be stored in the classrooms.

Transportation

- Bennett Transportation will be following the capacity limits sets by MDE and MDH.
- Parents may transport their children to and from school every day.
- Masks or Shields are required to be worn at all times while riding the school bus; exception preschool students.
- Students in K-6 will not be allowed on the bus without a face covering; if they do not have one, the bus will have masks available.
- All busses will be sanitized after each route.
- All bus drivers must utilize proper Personal Protective Equipment while driving.
- Windows will be open as much as possible; even on cold days
- Please contact Rory Bennett with questions on bussing/transportation

Food Service Protocols

- All Food Service Workers and Supervisors will wear masks/shields during breakfast and lunch.
- Tables will be sanitized between each group of students
- Students will be required to wash their hands before eating.
- All breakfast/lunch seating will be 6 feet apart
- Students will be grouped and they will stay together in their group while they walk to the cafeteria, go through the line and sit together at a table or tables that have been spaced apart.
- Individual markings/visuals will be placed on the floor and the cafeteria tables
- Food will be offer vs. serve format and choices will be given by food service to the students.
- There will not be seconds on food

Early Learning

During In-Person Learning, CACS will implement procedures for maintaining social distancing and cleanliness/hygiene, while still allowing for interactive play. Only classroom furniture and materials that can be easily sanitized will be allowed. A system for sanitizing toys will be in place and materials that can be washed will be laundered daily. If your family would prefer Distance Learning during this time, tuition would still apply; as well as scholarships.

Distance Learning (Family Choice)

All families are allowed the option of Distance Learning for the 2020-2021 school year. If a family chooses to distance learn, they will need to call and let the school know with a two-week notice.

Families will be permitted to change scenarios during a natural break in the calendar. Arrangements can be made by calling the director at school.

HYBRID LEARNING

Hybrid Learning refers to all of our students in the building because we would still meet the 50% occupancy requirement for capacity. The differences between In-Person Learning and Hybrid Learning are that social distancing will be required in Hybrid Learning and if we are required to move to Hybrid Learning the after school program will stop. Face coverings will be worn by everyone in the building and desks will be spaced 6 feet apart.

Recess

- Students will wear face coverings when walking to recess and coming back into the building. Students will sanitize their hands on the way out and again when entering the building.
- There will be no contact games, and equipment will be limited.
- Support staff will be supervising students to ensure social distancing when possible.
- Students will place their face coverings in a paper bag with their name on the bag and they will be the only person touching the bag.

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- Students K-6 will not be allowed on the bus without a face covering; if they do not have one, the bus will have masks available. Exception – preschool students
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DISTANCE LEARNING

Distance Learning definition: Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s). It does not always mean e-learning or online learning. School districts must maintain educational continuity for schools and programs. All school districts must ensure equal access to ALL students.

CACS will utilize chrome books, Youtube and Zoom Video Conferencing, as well as paper packets and learning materials that can be utilized without technology.

Food Service Protocols

Food will be provided by our resident district Yellow Medicine East with a meal site in Clarkfield available for pick up, similar to the spring/summer food plan.

Child Care for Essential Workers

Child care would be available for all essential workers at the school.

Important Requirements for Distance Learning

- Daily Interaction with families by school staff. This could be a phone call, email, video conference or Zoom meeting.
- Students need to work on all subjects daily.
- Feedback on assignments and support from teachers must be done in a timely manner so adjustments can be made if needed.
- Communication with families and students is key to successful learning. Teachers and parents need to ensure the best way to communicate is shared with each other.
- Preschool – 6th grade will use a variety of tools for presenting and instructing lessons.
- All special education students will receive lessons in the formal that is on their IEP's and special education staff will work closely with the students, parents and all service providers.
- Teachers at CACS will be available for the students and parents during the school hours.
- Attendance will be taken and recorded based on work completion and attendance during live sessions.
- Parents are asked to communicate with their classroom teacher or with the school office if their child is ill and unable to complete school work for the day.
- Grading will be based on work completed

Mental Health and Wellness:

CACS staff will work closely with our school psychologist and Countryside Public Health to provide staff, families and students information on how to access resources for mental health and wellness. When we are implementing In-Person Learning, we will provide lessons on important topics such as Resilience, Friendship Skills, Anxiety, Feelings, and Coping Strategies. We will communicate to all families' additional resources available that can be accessed online, as well as supports and face to face contact with mental health professionals in our area.

Mental Health curriculum has been purchased for the students and school psychologist will be teaching the lessons and providing the resources to the students and to the families. Lessons will be focusing on teaching resilience, adapting to changes, anxiety relieving strategies and positive thinking.

This plan was created with the guidance provided by Countryside Public Health and the Department of Health.