



# Health & Safety Smart Restart Plan

Glenburn School Board Approved  
August 5, 2020

Glenburn School Families,

It has been a challenge for our entire community since March, but we hope you have found ways to cope and embrace this new normal. Thank you to the students, staff, parents, and community members who have helped us succeed in these difficult times. The 2019-2020 school year was challenging, but we are proud of our students and thankful the district was able to celebrate our seniors' accomplishments with a graduation exercise.

The challenge now is planning for what school will look like during the 2020-2021 school year. This is a daunting task as we all realize how the impact and response to COVID-19 has changed rapidly over the past four months. This plan will try to address these challenges, while providing a flexible framework to guide our response over the next school year. Due to the rapidly changing environment, this document must remain fluid as changes may need to be made to best serve our students. It is understood that while a subsequent board approval may not be required, that the administrator will communicate such changes and rationale with the board.

For academic, social-emotional, and economic reasons, we are compelled to strive to return to an in-person model. Yet, we cannot disregard that the health and safety concerns associated with the virus remain. The district must consider all practical steps to keep our schools from contributing to virus spread in our community. Parents must choose to enroll their child(ren) in distance education through the district.

The plan presents hundreds of hours of critical thinking, research, modeling, and work by our educators, staff, restart committee, and school board. This group reviewed input gathered from our employees and parents.

We realize that reviewing this plan may not address every question you have. We recognize some concepts and actions may be polarizing, and there are strong opinions about what the school should do or should not. But we must remain open to what is possible and consider all options so we can move forward.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. Together, our school can provide quality education to our children in a safe manner, if we work together to solve problems.

Respectfully,

Larry Derr, Superintendent  
James Peters, School Board President

## **Assumptions and Assurances**

Glenburn School believes:

- Every student should have the opportunity to engage in learning, regardless of the spread of COVID-19 in our community.
- Schools have a vital role in providing safe environments for students, focusing on both social emotional and physical health.
- By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
- Our district will make decisions based on the most current guidance from local, state, and national health care officials.
- Our school board will ensure our plan meets the needs of our students, educators, staff and community.

Our Planning Team

The Glenburn School's Return to Learning Plan was crafted and reviewed by a team consisting of the following:

- Ronda Kelly, Jordan Pederson, and Katie Pfau (certified staff)
- Chance Schmidt (maintenance)
- Angela Heinz and Teralynn Farden (parents)
- Layne Fluhrer, James Swegarden, and Larry Derr (administration)
- First District Health Unit
- James Peters (board member)
- Blaine Stevens and Katie Ingold (students)

Input was gathered by various means to allow for a wide range of input, while maintaining social distancing.

During the first four weeks of school students will be doing STAR and MAPS assessments to track their academic levels.

Due to the rapidly changing environment, this document must remain fluid and there is an awareness that changes may need to be made to best serve our students. It is understood that while a subsequent board approval may not be required, that the administration will communicate such changes and rationale with the board.

## **COVID-19 Response Team and Coordinators**

This organizational structure was crafted to assist in the development and monitoring of the districts return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the district responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a nimble and responsive process to address issues that may not be recognized today.

Operations: Business Manager and Secretaries

- Transportation
- Facility
- Food Service
- Health Services
- People

#### Instruction: Building Principals

- Curriculum
- Technology
- Special Education
- Student
- Teacher
- Mental Health
- Professional Development

#### Community Relations/Communication: Superintendent

- Students
- Parents
- Teachers and Staff
- Board
- Community
- Budget

The three components have been identified as key operational teams that consist of multiple departments. Each operational team will work to implement the return to learning plan and address challenges as they arise.

#### **COVID-19 Building Level Coordinators**

Each school building will have an identified COVID-19 coordinator who will be responsible for health and safety preparedness and response planning. Coordinators will make themselves available to the NDDoH 24 hours a day/7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will report cases of COVID-19, found in the school setting, to health officials and the State Superintendent's office.

The *Glenburn Public School superintendent* will assume the role of the building level coordinator in Glenburn Public School. If the coordinator is unable to be reached the secondary contacts will be the building principals.

#### **Phases**

The following phases will be used to define the community risk level associated with COVID-19. These phases align with the color-coded guidance in the ND Smart Restart Plan. Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community.

- Blue: Old normal, pre-COVID
- Green: New normal. Maintain standard precautions.
- Yellow: Heightened risk of exposure. Transmission is controlled.
- Red: Significant transmission and high risk of exposure.

### **Instructional Models**

The instructional models used by the district will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above. This is a guide as instructional models could be altered based on other factors, such as occupancy levels, age of children, and the ability to move certain classes online.

**Traditional Learning:** All instruction is delivered in-person with some building and group modifications. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.

**Blended Learning:** Students report to school on a modified schedule. Multiple hybrid models of instructional delivery may be appropriate to meet the educational needs through a variety of delivery models.

**Distance Learning:** All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student. High school-North Dakota Center for Distance Education. If we go full online our platform for those students will be Microsoft Teams. Elementary will be using Microsoft Teams.

## **Health and Safety Guidance**

The district strives to provide a healthy and safe environment for all who occupy our schools. The following guidelines are intended to provide framework for the district's response to COVID-19.

### **Resources**

North Dakota Department of Public Instruction: <https://www.nd.gov/dpi/parentscommunity/nddpi-updates-andguidance-covid-19>

North Dakota Department of Health: <https://www.health.nd.gov/diseases-conditions/coronavirus>

Center for Disease Control and Prevention: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

### **Best Intentions**

Despite taking every reasonable precaution, there is not guarantee that our school will be without risk as it relates to COVID-19. The virus will be present on our buses, in our classrooms, and at our activities. In certain situations, social distancing is not possible in a school setting. Our actions, as outlined in this plan, will not prevent any students or staff member from being in contact with the virus.

## **Protect Yourself and Others**

Wash your hands often:

- Wash with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

Avoid close contact:

- Keep social distance from others especially important for people who are at a higher risk of getting sick.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces and other actions that increase physical separation may considered.
- The sharing of instructional materials should be limited as much as possible.
- Physical separation on busing, one student per seat, will be recommended but cannot be guaranteed.
- Visitors will be restricted to entry with permission from administration. Spectators for events will follow NDHSAA guidelines.
- Parents/guardians may accompany their child to the school, but are encouraged to not enter classrooms with permission of the teacher. Parents/guardians should remain in common areas.

Cover coughs and sneezes:

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

- Throw tissues away and wash your hands or use hand sanitizer to prevent the spread.

Clean and disinfect:

- School staff should clean and disinfect frequently touched surfaces daily.
- Shared materials (not recommended) should be cleaned.
- Classrooms will be cleaned nightly by custodial staff.

Cover your mouth and nose with a cloth face covering when around others:

- The wearing of masks will be applied in phases based on the phases within the ND Smart Restart guidance.
- Educators need to teach students how to properly wear a face covering so they are prepared to use them on school buses or other situations in close proximity with others.
  - Resources from NDDPI and GPS will be provided to teachers.
- In specific instances the wearing of a face mask may be required. These are explained in the table below.

Stage	Face Covering Guidelines
<b>Green</b>	
All staff (other than what is outlined) including bus drivers	<b>Encouraged</b> to wear cloth face coverings <b>Recommend</b> to wear face coverings on school transportation (bus-when loading and unloading)
All students	<b>Encouraged</b> to wear cloth face coverings <b>Recommended</b> to wear face coverings if using school transportation (bus)
Public facing staff (i.e. receptionist/clerical) unless plexiglass partition is in place	<b>Recommended</b> face shield or cloth face mask
Staff caring for/instructing a student in a small space-small group-for more than 15 minutes. (i.e. SPED, EL, educator)	Building administrators in consultation with First District Health Unit and the educator will determine if face coverings or face shields are required. This may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room.
<b>Yellow</b>	
All Staff	<b>Required</b> to wear face coverings
All Students	<b>Required</b> to wear face masks. Students will be provided breaks and allowed to remove their mask when outside in spaces that can accommodate social distancing.
All staff and students in school bus	<b>Required to wear a face covering</b>

Table 1: Face Covering Guidelines

**Hygiene and Cleaning**

- Handwashing will occur before and after meals, after recess, after gym, etc.
- Encourage and reinforce good respiratory hygiene (sneeze/cough into elbow).
- Hand sanitizer will be available in all high touch areas.
- Students and staff who are not feeling well must stay home.
- A normal daily cleaning schedule will be followed.
- An increased frequency of cleaning and disinfecting will occur on high-touch surfaces.

- Classrooms will have proper disinfectant to clean surfaces throughout the day.
- Custodial schedules may be adjusted to ensure proper disinfection and sanitation takes place during and after school hours.

### **Physical Distancing**

- Glenburn Public School will maximize space between students as much as possible.
- Enhanced health/safety measures around procedures but not limited to:
  - Arrival/dismissal
  - Lunch procedures
  - Building movement and proximity

### **Monitor Your Health Daily**

- Be alert for symptoms. Watch for a fever, cough, or shortness of breath.
  - Parents are asked to screen their children each day before sending them to school. Use the screening guidance provided (see appendix).
  - Staff and students who are sick should stay home.
- Temperatures of symptomatic students and staff may be taken at the school office.
  - Symptomatic students will be isolated, and their guardians contacted.

## **Health and Safety Protocols**

### **Student & Staff Health**

Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. Glenburn School will take the following measures to ensure all students and staff are healthy while they are at school.

### **Identifying Students & Staff at Higher Risk**

- Back to school and enrollment processes will include questions asking families to identify if their child is at-risk, based on health professionals' diagnosis. This information will be provided to the building principal (COVID-19 Coordinator) who will contact the family and discuss instructional model options.
- The central office will inquire of all employees if they are at-risk, based on a health professionals' diagnosis. The central office will work in partnership with the building principal/director and the employee to coordinate adjustments to the work schedule or workplace.
- When the NDDoH or our First District Health Unit inform the district of a student or staff member that is COVID-19 positive that information will be passed on to central office and building principal/director as allowable within district policy and law.

### **Isolation and Quarantine**

- Definitions (see appendix for more information)
  - Isolation: for people who are already sick from the virus. A prevention strategy used to separate people who are sick with the virus from healthy people.
  - Quarantine: for people who are not sick but have been exposed to the virus. A prevention strategy used to monitor people who were exposed for a period of time.
- Glenburn School will follow isolation and quarantine guidelines and directives as set by NDDoH and First District Health Unit.

### **If a student or staff member becomes sick at school (or school event)**

- Student
  - Direct/escort the child to the office

- The child shall be provided a facial covering and isolated in the building sick room.
- Parent/guardian will be contacted to pick up their child.
- Staff
  - Inform your supervisor immediately and wear a face mask/shield until they can be replaced if supervising students at the time.
  - Leave the school building/grounds and consult with a health care professional.

## **Return to School**

When a student or staff member has been isolated or quarantined as directed by NDDoH or First District Health Unit they will be allowed to return to school after being cleared by the NDDoH.

## **Guidance for Grade Level & Building Level Closure**

This is intended as guidance for COVID-19 coordinators and school leaders on when to close classrooms, grades, and buildings.

- Close contact as defined as being within 6 feet of another individual for 15 minutes or greater.
- If a school is closed for any length of time, the district will determine which mode of instruction will resume.
- The superintendent will meet with First District Health Unit representatives on a regular basis to discuss present phase of the community and seek advisement on building or district transitions between instructional models.
- NDDoH may close a school or district at their discretion.

## **Transportation**

- Bus drivers will take riders temperature before allowing them to ride the bus until no longer deemed necessary.
- Walkers and drivers will get their temperatures taken at the north and south doors until no longer deemed necessary.
- A normal daily cleaning schedule will be followed.
- High touch point areas will be disinfected after every route.
- Cleaning and disinfecting will occur after every route or repair.
- Hand sanitizer will be provided at the main door and wheelchair lift.
- Bus drivers will all drop students off at the east playground door between 8:00 AM-8:20 AM.
- Walkers and drivers will use the north and south entrances between 8:15 AM – 8:25 AM.

## **Instructional Model**

### **Green/Yellow**

These phases will be decided on by collaborating with First District Health Unit and NDDoH.

**Phase 1:** Normal face to face instruction with safety guidelines in place.

**Phase 2:** Elementary remains full face to face. Middle School/High School -A/B Hybrid Schedule

**Phase 3:** Elementary-A/B Hybrid Schedule. Middle School/High School-small group (students in the building 1x per week) and special education students in the building.

**Phase 4:** Full distance education

## Operational Guidance-Green

Green	Guidance
Priorities:	<ul style="list-style-type: none"> <li>• Ensure students and staff who are symptomatic stay at home.</li> <li>• Implement reasonable accommodations to reduce school-wide and community spread.</li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>• Social distancing where possible and reasonable.               <ul style="list-style-type: none"> <li>○ Distancing on a school bus will be unachievable, we encourage parents to consider alternate transportation for their child.</li> </ul> </li> <li>• Buildings routinely cleaned and disinfected according to CDC guidelines. With a special focus on high touch/traffic areas.</li> <li>• Handwashing integrated throughout the day.</li> <li>• Hand sanitizer available throughout each building.</li> <li>• Support and train parents on use of technology tools and online curricular resources.</li> </ul>
Schools:	<ul style="list-style-type: none"> <li>• Protective measures will be implemented in office spaces.</li> <li>• Some school events, assemblies and gatherings may be changed or cancelled.</li> <li>• Access to campus may be limited, with new protocols.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students issued “technology” and trained on how to access online learning resources including Microsoft Teams.</li> <li>• Limited use of shared supplies and materials.</li> <li>• Desks arranged to allow for cohort groups and social distancing where possible and reasonable.</li> <li>• Staff and students working in close proximity will be encouraged to wear a face covering.</li> </ul>
Common Areas:	<ul style="list-style-type: none"> <li>• Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups.</li> <li>• Schedules may be altered to reduce cohorts passing in common areas.</li> <li>• Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.</li> </ul>
Extra-Curriculars & Activities	<ul style="list-style-type: none"> <li>• Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• We will share information about how to stop the spread of COVID-19.</li> </ul>

*Table 2: Operational Guidance Green*

## Operational Guidance-Yellow

Yellow	Guidance
Priorities:	<ul style="list-style-type: none"> <li>• Ensure students and staff who are symptomatic stay at home.</li> <li>• Maximize social distancing cohort where possible.</li> <li>• Support blended learning model.</li> </ul>
Districtwide Practice:	<ul style="list-style-type: none"> <li>• Based on identified COVID-19 cases of students and staff targeted closures may be implemented (class, grade, department, etc.)</li> <li>• Social distancing where possible and reasonable.               <ul style="list-style-type: none"> <li>○ Distancing on a school bus may be unachievable, we encourage parents to consider alternate transportation for their child.</li> </ul> </li> <li>• Buildings routinely cleaned and disinfected according to CDC guidelines with a special focus on high touch/traffic areas.</li> <li>• Handwashing integrated throughout the day.</li> <li>• Hand sanitizer available throughout the day.</li> <li>• Support and train parents on use of technology tools and online curricular resources.</li> <li>• Implement technology support line.</li> </ul>
Schools:	<ul style="list-style-type: none"> <li>• Protective measures will be maintained in office spaces.</li> <li>• Some school events, assemblies and gathering may be changed or cancelled.</li> <li>• Access to campus may additionally be limited, with new protocols.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students may be attending school on a hybrid schedule.</li> <li>• Students will be expected to engage in learning opportunities online using Microsoft Teams on days when they are not in school.</li> <li>• Teachers are expected to make direct student/family contact at least on time per week.</li> <li>• Limited use of shared materials and supplies when students are in school.</li> <li>• Desks arranged to allow for cohort groups and social distancing where possible and reasonable.</li> <li>• Staff and students working in close proximity will be recommended to wear a face covering.</li> </ul>
Common Areas:	<ul style="list-style-type: none"> <li>• Students when moving around the building will move in cohort groups and reasonable try to limit exposure to other groups.</li> <li>• Schedules may be altered to reduce cohorts passing in common areas.</li> <li>• Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.</li> </ul>
Extra-Curricular & Activities	<ul style="list-style-type: none"> <li>• Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• We will share information about how to stop the spread of COVID-19.</li> <li>• We will share technology support for parents.</li> </ul>

Table 3: Operational Guidance Yellow

## Operational Guidance-Red

Red	Guidance
Priorities:	<ul style="list-style-type: none"> <li>• Reduce the risk of community spread by closing schools.</li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>• Online instruction will be used district wide in all courses at all grade levels.</li> <li>• Instruction will focus on essential learning targets.</li> <li>• Attendance and academic progress will be expected.</li> <li>• Grading policies will not be suspended.</li> <li>• Local food distribution may be implemented by food service program.</li> </ul>
Schools:	<ul style="list-style-type: none"> <li>• Closed to the general public except by special arrangement with the district office.</li> <li>• Small group meetings or instruction may be allowed, specifically for special needs students.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students will engage in learning at home.</li> <li>• Students will be required to engage in learning opportunities online with Microsoft Teams.</li> <li>• Teachers are expected to make direct student/family contact at least on time per week.</li> </ul>
Extra-Curricular & Activities:	<ul style="list-style-type: none"> <li>• Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</li> <li>• Athletic and other extra/co-curricular activities likely suspended.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• Clear communication about academic expectations and grading shared with students and families.</li> <li>• Share technology support resources for parents.</li> <li>• Student/family support hot-line opened during normal school hours.</li> </ul>

*Table 4: Operational Guidance Red*

## Daily Health Checklist

Parents: please complete this short check list each morning. If your child has any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and also puts them at risk for spreading illness to others, please report to the school office and do not send your child to school.

### Section 1

	Symptoms:
	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
	Sore throat
	New uncontrolled cough that causes difficult breathing (for students with chronic allergic/asthmatic cough, a change in their cough baseline)
	Diarrhea, vomiting, or abdominal pain
	New onset of severe headache, especially with fever

*Table 5: Symptom Checklist #1*

### Section 2

	Close Contact/Potential Exposure:
	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19; or
	Had close contact (within 6 feet of an infected person for at least 15 minutes) with person under quarantine for possible exposure to SARS-CoV-1; or
	Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework.
	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic, asthmatic cough, a change in their cough from baseline);
	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open.

*Table 6: Symptom Checklist #2*

### Return-to-School Policies

If a student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school in accordance with existing school illness management policy (e.g., until symptom-free for 24 hours without fever reducing medications). Please consider this to be for new symptoms and the possibility of spreading illness.

If the student or parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing. CDC strongly encourages local health departments to work with local school systems to develop a strategy to refer symptomatic individuals to an appropriate healthcare provider or testing site. State, Tribal, territorial, and local health officials and/or healthcare providers will determine when viral testing for SARS-CoV-2 is appropriate. Schools should not require testing results as part of return to school policies. Students who have received a negative test result should be allowed to return to school once their symptoms have otherwise improved in accordance with existing school illness management policies.

Students diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 1 without negative test results should stay home, isolate themselves from others, monitor their health, and follow directions from their state and local health department. Students and their families should be advised

that the local health department may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended school.

COVID Testing: We are requesting that if a student and/or staff member is waiting for a COVID test result that they remain at home until that result is received. That student will be enrolled into distance education to continue education until their return.