



ROCORI SCHOOL DISTRICT

Restart Blueprint



updated-10/28/2020



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Introduction

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

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

- **Scenario 1: In-person learning for all students.** Create as much space as feasible between students and teachers; the district will not be held to strictly enforcing 6 feet of distance between individuals.
- **Scenario 2: Hybrid model with strict social distancing and capacity limits.** Schools must limit the overall number of people in the school facilities and on transportation vehicles to 50% maximum occupancy. Social distance of at least six feet between individuals must occur at all times.
- **Scenario 3: Distance Learning Only**

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

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

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

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

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

Our Safe Learning Model

To begin the 2020-2021 school year, ROCORI School District will follow MDH parameters using county public health data to support the learning model to be utilized in the District.

County-Level Data

To determine the base learning model, districts will utilize the bi-weekly case rate (over 14 days) by county of residence. The data indicates the number of cases by county over 14 days, per 10,000 people by date of test collection. The equation for determining the level is as follows:

$$\text{Total number of cases for last 14 days} \div \left(\frac{\text{County population}}{10,000} \right) = \text{14-day county case level rate per 10,000}$$

Using the case rate as indicated above, the learning model listed below is recommended to be used by districts.

Number of cases per 10,000 over 14 days (by county of residence)	Learning Model
0-9	In person learning for all students
10-19	In person learning for elementary students Hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students Distance learning for secondary students
50+	Distance learning for all

ROCORI School District utilizes Stearns County data. ROCORI School District, whose enrollment includes a large proportion of students from an adjacent county, should use the data from the county with the highest bi-weekly case ration to determine the learning model.

Brad Kelvington will monitor the data for needed updates of learning model implementation

Contingency Planning and Flowing in Scenarios

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

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

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

Parents, guardians, staff and students will be notified of scheduling changes through designated communication methods.

Brad Kelvington, Superintendent is responsible for all communications through the Learning Model Portal.

Distance Learning

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

Communication

Taskforce

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

Name	Title
Brad Kelvington	Superintendent
Matt Bueckers	COVID-19 Coordinator
Nate Guetter	Secondary Principal
Sunny Hesse	School Board Member
Lynn Schurman	School Board Member
Dave Blattner	Parent
Nicole Bottelberghe	Parent
Emily Haus	Student
Joyce Bauman	Cold Spring Elementary Grade 3
Brent Neisinger	Director of Buildings and Grounds
Sam Court	John Clark Principal
Josh Austad	High School Assistant Principal
Eric Skanson	Cold Spring Elementary Principal
Keri Johnson	Richmond Elementary Principal
Christine Barker	Director of Food Services
Jake Nelson	Middle School Assistant Principal
Christine Tangen	Special Education Supervisor
Brian Michalski	Director of Technology
Patricia Ayala	District Liaison
Beth Bertram	Director of Business Services
Holly Gazett	Executive Assistant
Shelly Acheson	Payroll & Benefits Manager
Stephanie Hillman	Director of Community Education
Joel Baumgarten	Director of Activities
Kara Linz	Elementary Teacher
Sue Phillips	Paraprofessional

The Superintendent is also responsible for coordinating with local health authorities regarding positive COVID-19 cases and communicating in the Learning Model Portal. All school staff and families will be

provided with this person's contact information. The Superintendent will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students and their families, school and district leadership, and local health officials. The Superintendent's contact information will be included on all communication.

Communication Methods

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

- District Website
- School Messenger Emails, texts, voice messages

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

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

- At handwashing sinks to remind building occupants of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods
- At entries requirements for masking

Template Messaging

Message templates have been assembled for:

- A summary of the changes taking place within the district to be provided to parents, students, and staff

Mental Health & Wellness

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

ROCORI School DISTRICT has the following mental health professionals available:

Name	School	Title	email	Extension
Chris Belmont	High School	School Psychologists	cbelmont@bentonstearns.k12.mn.us	
Margy Bailey	Elementary and Middle School	School Psychologists	mbailey@bentonstearns.k12.mn.us	
Kathy van der Hagen	Cold Spring Elementary	Guidance Counselor	vanderhagenk@rocori.k12.mn.us	3147
Ambur Chaika	Cold Spring, JCE and RES	Social Worker	chaikaa@rocori.k12.mn.us	3161
Sam Court	John Clark Elementary	John Clark Principal	courtsam@rocori.k12.mn.us	2101

Keri Johnson	Richmond Elementary	Richmond Elementary Principal	johnsonk@rocori.k12.mn.us	1101
Shelly Collison	High School	Guidance Counselor 9 - 12	Collisons@rocori.k12.mn.us	4915
Craig Lieser	High School	Guidance Counselor 9 - 12	Lieserc@rocori.k12.mn.us	4914
Amy Olsen	6-8 th grade	Guidance Counselor 6 – 8	Olsonamy@rocori.k12.mn.us	4302
Marsha Gilbertson	6-8 th grade	Guidance Counselor 6 – 8	Gilbertsonm@rocori.k12.mn.us	4173
True Balance-Partner		Leslie Russel-Martin	leslie@truebalancefarm.com	

Reporting Methods

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

Parents and guardians will report their students to ST##P (name, email, phone)

Staff members will report to Shelly Acheson.

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

Training and Education

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

Maintenance & Custodial Staff

- Currently known COVID-19 Facts
- Cleaning Methods and Schedule
- Employee Right-to-Know
- Personal Protective Equipment
- Districts Restart Blueprint Overview
- Identifying Symptomatic Students
- Face Coverings
- Screening Yourself

All Other Staff

- Currently Known COVID-19 Facts
- Overview of the Custodial Cleaning
- Screening Yourself
- Receiving Items from Home
- Districts Restart Blueprint Overview
- Identifying Symptomatic Students
- Face Coverings
- Screening Yourself

Parents & Guardians

- Districts Restart Blueprint Overview
- Transferring Items from Home to School
- Scheduling Changes
- Face Coverings
- How to Screen/What to Screen for

* The district will send home the MDH COVID-19 Decision Tree and MDH "Is it COVID-19"? to assist with symptom identification. This document is located in Appendix B.

Cross-Training and Absence Planning

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

Position/Department	Team Member	Backup/Fill-In
Superintendent	Brad Kelvington	Nate Guetter
Superintendent Communication	Brad Kelvington	Brian Michalski
Director of Technology	Brian Michalski	Teresa Dingman or Sheila Court
Director of Buildings and Grounds	Brent Neisinger	Tom Schroeder
John Clark Principal	Sam Court	Eric Skanson/Keri Johnson
Cold Spring Elementary Principal	Eric Skanson	Sam Court/Keri Johnson
Richmond Elementary Principal	Keri Johnson	Eric Skanson/Sam Court
Director of Food Services	Chris Barker	Irene Worm
Director of Special Education	Alicia Jepson	Christine Tangen
Director of Business Services	Beth Bertram	Shelly Acheson
Director of Community Education	Stephanie Hillman	
	Child Care	Brittany Albers and Matt Bueckers
	Programming, Enrichment and Rec.	Matt Bueckers
	School Readiness and ECFE	Erin Tronbak for EC
	ABE, GED & ESL	Maria Hurnham
	Facility Use	Becky Peart and Brent Neisinger
Director of Activities	Joel Baumgarten	Jane Wahlin

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

In order to prepare for the possible need for more substitute teachers/positions, the District will provide Teachers on Call with the training and protocols ROCORI Schools will be using to disseminate to their employees who substitute for us. All other substitutes will get trainings and protocols delivered to them by the supervisor or director prior to starting with ROCORI Schools.

Screenings

ROCORI School District will complete proactive screenings of students, visitors, and staff entering the buildings. Parents will receive a checklist to complete at home daily for each student attending school. Staff and students will be electronically monitored for temperature checks as they enter their building. Visitors will be manually scanned in front offices. Teachers will watch for students who appear ill and will send them to the health office in each building for further evaluation.

Community Expectations

Hand Washing

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

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

Teaching staff are expected to encourage proper hand washing with all students.

Supply usage will be tracked by the director of buildings and grounds, staff are encouraged to report and needs for sanitizers and hand washing supplies.

Face Coverings

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

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

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

Face coverings are considered to be a paper or disposable mask, cloth face mask, scarf, bandanna or religious face covering. They are required to cover the nose and mouth completely. A face covering is

not a substitute for social distancing. Face coverings may be temporarily removed in the following situations:

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

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

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

Posters notifying building occupants are posted at building entrances.

Students and staff are encouraged to bring their own masks that meet requirements.

CDC does not recommend that N95 respirators be used by individuals at this time, other than healthcare workers with direct exposure to patients; however, employees may choose to wear these. When respirators are used voluntarily in the workplace, OSHA requires that an Appendix D form with information about respirator use be signed by that individual. This form is located in Appendix D of this plan.

Protecting Those at Higher Risk

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

The District will facilitate a questionnaire to all staff and families to allow them to self-identify as high risk for illness. The Superintendent will review all staff and students that have identified as high-risk and reach out to them with individual plans to accommodate their needs.

Facilities

Physical Barriers

The district has installed barriers on certain administrative desks.

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

Gatherings and Visitors

To comply with current public health orders, the district will be limiting non-essential building visitors. It is also encouraged that student drop-off and pick-up occur outside the building, rather than inside.

Large group gatherings will occur virtually while this plan is in effect.

Water and Ventilation Systems

Since the building has been mostly unoccupied for a period of time. ROCORI School District will follow MDH recommendations prior to opening the building.

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

Hallways

Floor markings will be placed six feet apart in areas that may see congestion, such as outside of restrooms, at communal sinks, and in offices.

Offices

Floor marking will be placed six feet apart in reception and waiting areas on floors and/or seats to minimize congestion.

Chairs will be removed at this time from reception areas.

Parking Lot Traffic

Signage will be installed outdoors to assist drivers remain aware about the screening process. Traffic flow maps will also be distributed to parents.

Space Considerations

Playgrounds

SCENARIO 1 &2

Playgrounds will remain open.

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

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

Computer Lab

SCENARIO 1&2

Staff may reserve sessions to utilize the computer lab and laptop carts. Based on maintaining six feet social distancing guidance where feasible in the labs.

Tags will be utilized on individual computers to indicate which computers were used (dirty) or not used (clean).

Library

SCENARIO 1&2

Library books will be pre-selected for elementary students. Library materials for middle school and high school will be available by request only and may be picked up/dropped off at the recirculation desk.

When returned media center staff will close daily bins and labeled with the date returned. Bins of books will sit for 24-72 hours prior to being wiped and re-shelved.

Technology

SCENARIO 1&2

The copy area for staff will remain open and in-use. Those using the machine will be provided an alcohol wipe to clean when done or staff will be requested to wear gloves while working in copy area. A poster reminding employees of the need to clean after each use will be posted.

Checking out of tablets and laptops as needed for students who do not have access at home for digital/remote learning will be completed in the electronic circulation catalog.

Gymnasium

SCENARIO 1 &2

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

Sporting Events/Locker Rooms/Fitness Centers/Pool

The district will follow the MDH document, *COVID-19 Sports Guidance for Youth and Adults (6/19/2020)*.

Games and scrimmages within and between teams can begin June 24 for outdoor sports and July 1 for indoor sports. Full team practices can begin June 24 for indoor and outdoor sports.

The District will follow MSHSL guidelines regarding activities and athletics.

Non-game settings are required not to exceed 25 people per pod, indoors and outdoors. Intermixing is kept to a minimum.

Crowds for games and/or practices are required to space appropriately, with six feet between individuals or families.

Required to maintain health checks and screenings of participants/staff/volunteers.

Participants are not to share towels, water bottles, or snacks at this time.

The pool will be open but will operate at 50% capacity.

The fitness center will be open but will operate at 50% capacity.

The locker rooms will remain closed in the exception of scheduled class usage for changing, showers will remain closed until further notice.

Classrooms

SCENARIO 1

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

Classrooms will have desks spread out and will allow for more space between students to avoid crowding.

SCENARIO 2

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

Classrooms will accommodate students being socially distanced, spaced 6 feet apart. A space audit has been completed in the District buildings to determine the number of people who can be within the rooms at 50% occupancy, while socially distancing.

Drinking Fountains

Bottle fillers and drinking fountains will remain in use and will be added to the high-touch audit for custodial staff. The district encourages individual water bottle usage.

Cafeteria

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

SCENARIO 1 - In Person

At this time, the cafeteria will be open for dining. Students will continue to utilize the cafeteria and additional seating will be available with seats marked to allow for more spacing between students. Marks will be placed on the floor to encourage social distancing. Hand sanitizer will be available at the beginning of each serving line.

Richmond Elementary

Breakfast: Breakfast will be prepackaged and served in the classroom by the food service staff. At the point of sale, the food service staff will mark each student's name on a class list and their lunch number will be entered after breakfast.

Lunch: There will be no self-serve at lunch and options will be limited. The food service staff will serve all items in the cafeteria. Kindergarten through second grade: two grades will eat in their classroom and one will eat in the cafeteria. Third through fifth grade: two grades will eat in their classroom and one will eat in the cafeteria. Students eating in the cafeteria will have staggered seating. The lunch clerk will enter the student's lunch number at the point of sale. Social distancing dots will be used for the tray line return.

Distance Learning Meals: Breakfast and lunch will be available for students who choose distance learning. Families will be asked to preorder their meals by 7:00pm the Wednesday before. Meal request can be sent to Chris Barker: barkerc@rocori.k12.mn.us or 320-685-4921. Please supply student names, a contact phone number, if they want breakfast or lunch and what school the meals will be picked up at. Meals can be picked up on the Friday prior by 3:30. When meals are picked up the food service staff will enter the student's lunch number.

John Clark Elementary

Breakfast: Breakfast will be prepackaged and served in the classroom by the food service staff. At the point of sale, the food service staff will mark the student's name on a class list and their lunch number will be entered after breakfast.

Lunch: There will be no self-serve at lunch and options will be limited. The food service staff will serve all items in the cafeteria. Kindergarten and first grade lunch: Kindergarten will eat in their classroom and first grade will eat in the cafeteria. Second and third grade: Second grade will eat in the cafeteria and third grade will eat in the flex area. Fourth and fifth grade: Fourth grade will eat in the cafeteria and fifth will eat in the flex area. Students eating in the cafeteria and commons will have staggered seating. The lunch clerk will enter the student's lunch number at the point of sale. Social distancing dots will be used for the tray line return.

Distance Learning Meals: Breakfast and lunch will be available for students who choose distance learning. Families will be asked to preorder their meals by 7:00pm the Wednesday before. Meal request can be sent to Chris Barker: barkerc@rocori.k12.mn.us or 320-685-4921. Please supply student names, a contact phone number, if they want breakfast or lunch and what school the meals will be picked up at. Meals can be picked up on the Friday prior by 3:30. When meals are picked up the food service staff will enter the student's lunch number.

Cold Spring Elementary

Breakfast: Breakfast will be prepackaged and served in the classroom by the food service staff. At the point of sale, the food service staff will mark the student's name on a class list and their lunch number will be entered after breakfast.

Lunch: There will be no self-serve at lunch and options will be limited. The food service staff will serve all items. Students will be released to lunch by class – only 20 students will be in line at a time. An additional divider will be removed in the gym, extra tables will be set up and seats will be marked in the cafeteria to provide for social distancing. All students will face the same direction. The lunch clerk will enter the student's lunch number at the point of sale. An additional point of sale line may be added for social distancing. Social distancing dots will be used for the tray line return.

Distance Learning Meals: Breakfast and lunch will be available for students who choose distance learning. Families will be asked to preorder their meals by 7:00pm the Wednesday before. Meal request

can be sent to Chris Barker: barkerc@rocori.k12.mn.us or 320-685-4921. Please supply student names, a contact phone number, if they want breakfast or lunch and what school the meals will be picked up at. Meals can be picked up on the Friday prior by 3:30. When meals are picked up the food service staff will enter the student's lunch number.

Secondary Building

Breakfast: Breakfast will be prepacked and served in the classroom by the food service staff between 8:10 and 9:35. There will not be a second chance breakfast time. The food service staff will enter the student's lunch number at the point of sale.

Lunch: There will be no self-serve at lunch and options will be limited. The food service staff will serve all items. Students will be released to lunch by class - only 30 students will be in the five serving lines at a time. Students will eat in the cafeteria and wrestling room. Extra tables will be provided in the cafeteria and seats will be marked for social distancing. Seating will be staggered with no more than 3 students at a table. In the wrestling room desk will be placed six feet apart and students will all face the same direction. Special Education students will eat in the board room. The lunch clerk will enter the student's number at the point of sale. Students will stack their trays on the end of the tables. Lunchroom monitors and food service will pick up the trays.

Distance Learning Meals: Breakfast and lunch will be available for students who choose distance learning. Families will be asked to preorder their meals by 7:00pm the Wednesday before. Meal request can be sent to Chris Barker: barkerc@rocori.k12.mn.us or 320-685-4921. Please supply student names, a contact phone number, if they want breakfast or lunch and what school the meals will be picked up at. Meals can be picked up on the Friday prior by 3:30. When meals are picked up the food service staff will enter the student's lunch number.

DEF Building

Breakfast: Breakfast will be prepacked and serviced by staff. Students will eat in their classrooms. At the point of sale, the food service staff will mark the student's names off on a class list and their lunch number will be entered after breakfast.

Lunch: There will be no self-serve at lunch and the food service staff will serve all items in the cafeteria. Extra tables will be provided for social distancing. At the point of sale, the food service staff will mark the student's names off on a class list and their lunch number will be entered after lunch.

Distance Learning Meals: There will be no pickup meals available. Meals will be provided on site to the students each day.

SCENARIO 2 - K-6 every day; 7-12 A, B Model every other day

At this time, the cafeteria will be open for dining. Students will continue to utilize the cafeteria and additional seating will be available with seats marked to allow for more spacing between students. Marks will be placed on the floor to encourage social distancing. Hand sanitizer will be available at the beginning of each serving line.

Richmond Elementary

Breakfast: Breakfast will be prepackaged and served in the classroom by the food service staff. At the point of sale, the food service staff will mark the student's name on a class list and their lunch number will be entered after breakfast.

Lunch: There will be no self-serve at lunch and options will be limited. The food service staff will serve all items in the cafeteria. Kindergarten through second grade: two grades will eat in their classroom and one grade will eat in the cafeteria. Third through fifth grade: two grades will eat in their classroom and one grade will eat in the cafeteria. Students eating in the cafeteria will have staggered

seating. The lunch clerk will enter the student's lunch number at the point of sale. Social distancing dots will be used for the tray line return.

Distance Learning Meals: Breakfast and lunch will be available for students who choose distance learning. Families will be asked to preorder their meals by 7:00pm the Wednesday before. Meal request can be sent to Chris Barker: barkerc@rocori.k12.mn.us or 320-685-4921. Please supply student names, a contact phone number, if they want breakfast or lunch and what school the meals will be picked up at. Meals can be picked up on the Friday prior by 3:30. When meals are picked up the food service staff will enter the student's lunch number.

John Clark Elementary

Breakfast: Breakfast will be prepackaged and served in the classroom by the food service staff. At the point of sale, the food service staff will mark the student's name on a class list and their lunch number will be entered after breakfast.

Lunch: There will be no self-serve at lunch and options will be limited. The food service staff will serve all items in the cafeteria. Kindergarten and first grade lunch: Kindergarten will eat in their classroom and first grade will eat in the cafeteria. Second and third grade: Second grade will eat in the cafeteria and third grade will eat in the flex area. Fourth and fifth grade: Fourth grade will eat in the cafeteria and fifth will eat in the flex area. Students eating in the cafeteria and commons will have staggered seating. The lunch clerk will enter the student's lunch number at the point of sale. Social distancing dots will be used for the tray line return.

Cold Spring Elementary

Breakfast: Breakfast will be prepackaged and served in the classroom by the food service staff. At the point of sale, the food service staff will mark the student's name on a class list and their lunch number will be entered after breakfast.

Lunch: There will be no self-serve at lunch and options will be limited. The food service staff will serve all items. Students will be released to lunch by class – only 20 students will be in line at a time. An additional divider will be removed in the gym, extra tables will be set up and seats will be marked in the cafeteria to provide for social distancing. All students will face the same direction. The lunch clerk will enter the student's lunch number at the point of sale. An additional point of sale line may be added for social distancing. Social distancing dots will be used for the tray line return.

Distance Learning Meals: Breakfast and lunch will be available for students who choose distance learning. Families will be asked to preorder their meals by 7:00pm the Wednesday before. Meal request can be sent to Chris Barker: barkerc@rocori.k12.mn.us or 320-685-4921. Please supply student names, a contact phone number, if they want breakfast or lunch and what school the meals will be picked up at. Meals can be picked up on the Friday prior by 3:30. When meals are picked up the food service staff will enter the student's lunch number.

Secondary Building

Students in school instruction: Breakfast: Breakfast will be prepacked and served in the classroom by the food service staff between 8:10 and 9:35. There will not be a second chance breakfast time. The food service staff will enter the student's lunch number at the point of sale.

Lunch: There will be no self-serve at lunch and options will be limited. The food service staff will serve all items. Students will be released to lunch by class - only 30 students will be in the 5 serving lines at a time. Students will eat in the cafeteria and wrestling room. Extra tables will be provided in the cafeteria and seats will be marked for social distancing. Seating will be staggered with no more than three students at a table. In the wrestling room desk will be placed six feet apart and students will all face the same direction. Special Education students will eat in board room. The lunch clerk will enter the student's number at the point of sale. Students will stack their trays on the end of the tables. Lunchroom monitors and food service will pick up the trays.

Students at home instruction: Meals will be offered to students during home instruction days. At breakfast time a breakfast and lunch count will be taken. Students will be able to take breakfast and/or lunch home after school for the following day. Students names will be checked at point of sale

by the food service staff. Families who prefer daily meal pick up will be able to preorder meals and request a pick up site by 7:00pm the day prior. To preorder meals, visit the district website, services, food services and click the Grab & Go Meals button. Meals can be picked up on the day of service between 10:00 – 11:00am. Students lunch numbers will be entered by the food service staff at point of sale.

Distance Learning Meals: Breakfast and lunch will be available for students who choose distance learning. Families will be asked to preorder their meals by 7:00pm the Wednesday before. Meal request can be sent to Chris Barker: barkerc@rocori.k12.mn.us or 320-685-4921. Please supply student names, a contact phone number, if they want breakfast or lunch and what school the meals will be picked up at. Meals can be picked up on the Friday prior by 3:30. When meals are picked up the food service staff will enter the student's lunch number.

DEF Building

Breakfast: Breakfast will be prepacked and served by staff. Students will eat in their classrooms. At the point of sale, the food service staff will mark the student's names off on a class list and their lunch number will be entered after breakfast.

Lunch: There will be no self-serve at lunch and the food service staff will serve all items in the cafeteria. Extra tables will be provided for social distancing. At the point of sale, the food service staff will mark the student's names off on a class list and their lunch number will be entered after lunch.

Distance Learning Meals: There will be no pickup meals available. Meals will be provided on site to the students each day.

SCENARIO 3 - Distance Learning – no students in the building

Meal delivery and pickup spots for distance learners will occur.

Richmond Elementary, John Clark Elementary, and Cold Spring Elementary

Distance Learning Meals: Breakfast and lunch will be provided during distance learning. Meals can be picked up daily at Cold Spring Elementary main entrance 9:00 to 10:30, John Clark Elementary (Rockville) parking lot from 9:00 to 10:30 and Richmond elementary in front of the school from 9:00 to 10:30. Families may also request a weekly pick up by contacting Chris Barker at 320-685-4921 or barkerc@rocori.k12.mn.us. Weekly pick up will be on Monday and will be at the same location and time as the daily pickups unless special arrangements are made.

Secondary Building (7-12)

Distance Learning Meals: Breakfast and lunch will be provided during distance learning. Meals can be picked up daily at the secondary building door 13 from 9:00 to 11:00, John Clark Elementary (Rockville) parking lot from 9:00 to 9:30 and Richmond elementary in front of the school from 9:00 to 9:30. Families may also request a weekly pick up by contacting Chris Barker at 320-685-4921 or barkerc@rocori.k12.mn.us. Weekly pick up will be on Monday and will be at the same location and time as the daily pickups unless special arrangements are made.

Richmond Elementary, John Clark Elementary, Cold Spring Elementary and Secondary Building – District Wide

Distance Learning Meals: Breakfast and lunch will be provided during distance learning. Meals can be picked up daily at the secondary building door 13 from 9:00 to 11:00, John Clark Elementary (Rockville) parking lot from 9:00 to 10:30 and Richmond elementary in front of the school from 9:00 to 10:30. Families may also request a weekly pick up by contacting Chris Barker at 320-685-4921 or

barkerc@rocori.k12.mn.us. Weekly pickups will be on Mondays and will be at the same locations and times as the daily pickups unless special arrangements are made. Families may request weekly home deliveries by contacting Chris Barker at 320-685-4921 or barkerc@rocori.k12.mn.us. Home deliveries will be on Mondays.

DEF Building (Spartan Stop and Kid Care)

Breakfast: Breakfast will be prepacked and served by staff. Students will eat in their classrooms.

Lunch: There will be no self-serve at lunch and the food service staff will service all items in the cafeteria. Extra tables will be provided for social distancing.

Distance Learning Meals: There will be no pickup meals available at this site. Meals will be provided on site to the students each day. Kid Care and Preschool students at the DEF will be provided meals at the DEF Building. Spartan Spot students will be provided meals at Cold Spring Elementary.

Nurse's Room/Isolation Areas

The buildings will utilize designated Isolation rooms, should a student or staff member need to be isolated until they can leave the building if they are showing symptoms of COVID-19.

High School Commons Area

The High School commons area will remain open and tables will be spaced out and marked to encourage social distancing. This space is included in the high-touch audit for custodial staff.

Scheduling

SCENARIO 1

Classes will take place with all students present. Social distancing will take place as much as feasible, including keeping students six feet apart as much as possible.

SCENARIO 2

To comply with CDC Guidelines, ROCORI School District will adopt a hybrid scheduling model.

Class Schedules

SCENARIO 1&2

Elementary students will remain in their classrooms, rather than changing groups and classes. This is with the exception of physical education class. Art, STEM and music classes will be brought into the classrooms.

SCENARIO 1

Secondary students will be scheduled with the same cohort as much as possible.

SCENARIO 2

Secondary students will be scheduled with the same cohort as much as possible. An A/B model will be used to comply with 50% capacity guidelines.

SCENARIO 3

Distance learning will occur.

[Community Education](#)**SCENARIO 1&2**

Indoor meetings or events held by other outside organizations in school facilities will follow the seating entertainment and meeting venue guidance and have a preparedness plan. Occupancy limits are 25% and will not exceed 250.

SCENARIO 3

Facilities in the district will be utilized only when necessary such as providing care for emergency workers children.

[Special Education](#)**SCENARIO 1 &2**

Student IEP's will be reviewed and will include if the individual is not required to wear a face covering.

[Arrival and Dismissal](#)

SCENARIO 1&2

Two entrances/exits are designated for staff and students in each building. This will limit the high touch areas as well as direct all to pass by thermal camera checks.

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

Staff members access to buildings may be limited outside of standard hours of operation.

[Transportation](#)

SCENARIO 1

Face coverings are required by riders and drivers. Cleaning is required between routes and will be completed by contracted busing company.

- 6 feet of distance between driver and riders must occur.
- Face coverings are required by riders and drivers.
- Riders will be seated to create as much space between riders as possible recognizing that it is not feasible to have 6ft of social distancing.

SCENARIO 2

- 6 feet of distance between driver and riders must occur.
- Face coverings are required by riders and drivers.
- Riders will be seated to create as much space between riders as possible recognizing that it is not feasible to have 6ft of social distancing.
- Transportation vehicles must be limited to 50% maximum occupancy.

Child Care

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

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

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

Facility Cleaning Methods and Considerations

Cleaning Considerations

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

Key elements include:

- Staff will utilize QT-3, QT-TB, QT-Plus and Re-Juv-Nal, which are approved disinfectants on EPA's chemical list.
- The dwell time of these products is 5-10 minutes.
- The SDS states that the PPE is required and includes protective gloves/eye protection/face protection.
- The SDS is available to staff through SDS-depot database.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are located at district office.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment. Or other manufacturer approved chemicals.

Routine Cleaning

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

Internal custodial staff who complete routine cleaning follow these recommendations:

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

	Disinfection	
Space	When	Who
COMMON AREAS:		
Main entrances/ vestibule door handles and electronic door assist buttons	2X/D	Custodians
Main office door handles	2X/D	Custodians
Drinking fountains	1X/D Evening	Custodians
Front office counters	3X/D	User
Handrails	1X/D Evening	Custodians
Elevator buttons	1X/D Evening	Custodians
Vending machines	1X/D Evening	Custodians
Tables/ chairs commons	Following each use	Custodians/ Cooks
MAIN OFFICE & DISTRICT OFFICE	When	Who
Conference Room Tables	Following each use	User
Desks	Following each use	User
Chairs - Armrests, Grip areas	Following each use	User
Phones and Computers	Following each use	User
Break Room: Tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors *Removing all other shared condiments	Following each use	User
GENERAL CLASSROOM	When	Who
Door Handles *Identify all touch points during open/closing	1X/D Evening	Custodian/ user
Door Frames	1X/D Evening	Custodian/ user
Light Switches	1X/D Evening	Custodian/ user
Tabletops	1X/D Evening	Custodian/ user
Desks	Wed Evening	Custodian/ user
Chairs (Include hand grip locations)	Wed Evening	Custodian/ user
Cabinet Handles/Pulls and Front of Doors	1X/D Evening	Custodian/ user
Sink Faucets and Front Edge of Sink	1X/D Evening	Custodian/ user
BATHROOMS	When	Who
Cold/Hot Water Faucets and Front of Sinks	1X/D Evening	Custodian
Toilet Flusher	1X/D Evening	Custodian
Toilet/Toilet Bowl	1X/D Evening	Custodian
Push Locations Inside/Outside Stall Doors	1X/D Evening	Custodian
Mirrors	1X/D Evening	Custodian
Soap Dispensers	1X/D Evening	Custodian

Handle/Push Spot on Main Door Inside/Outside	1X/D Evening	Custodian
Accessible Grab Bars	1X/D Evening	Custodian
Baby Changing Stations	NA	NA
Hand Dryers/Paper Towel Dispenser	1X/D Evening	Custodian
COMPUTER LAB	When	Who
Entrance Door Handles (Inside/Outside)	Following each use	Custodian/ user
Computer Keyboards Covers & Mouse	Following each use	Custodian/ user
Counters/Tables	Following each use	Custodian/ user
Chairs (Hand Grip Locations)	Following each use	Custodian/ user
GYMNASIUM /AUDITORIUM	When	Who
Entrance Door Handle	Following each use	Custodian/ user
Shared Equipment/Used Equipment Bin	Following each use	User
OTHER SPACES	When	Who
Sensory Rooms	1X/D Evening	Custodian/ user
Library	1X/D @ HS, 1X/W all others	Custodian/ user
Shop/Metals/Woods	Following each use	
Lockers/Hallway	1X/W Evening	Custodian
Kitchen	Following each use	Cooks
Nurse Office	1X/D	Custodian/ user
Isolation room	Following each use	Custodian
Weight/Wrestling room	Per use/1x daily	Custodian/ user
Pool	Per use/1x daily	Custodian/ user

Cleaning with Suspected or Confirmed Case of COVID-19

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

Custodial staff complete the cleaning sequence below if there is a suspected or confirmed case:

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

Special Cleaning Considerations

Toys

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

After toys are used, they are placed in a separate bin and cleaned by staff members. Toys will be cleaned with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry.

Porous Surfaces

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

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

Early Childhood programs serving children ages 5 and younger are excluded from the Special Cleaning Considerations for porous surfaces.

Handling Suspected or Confirmed Cases

The district will proceed as follows with suspected or confirmed cases:

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

The district will contact parents or guardians of the student to transport an ill student home. If medical care is needed, 911 will be called.

Anticipated Situations

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

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

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

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

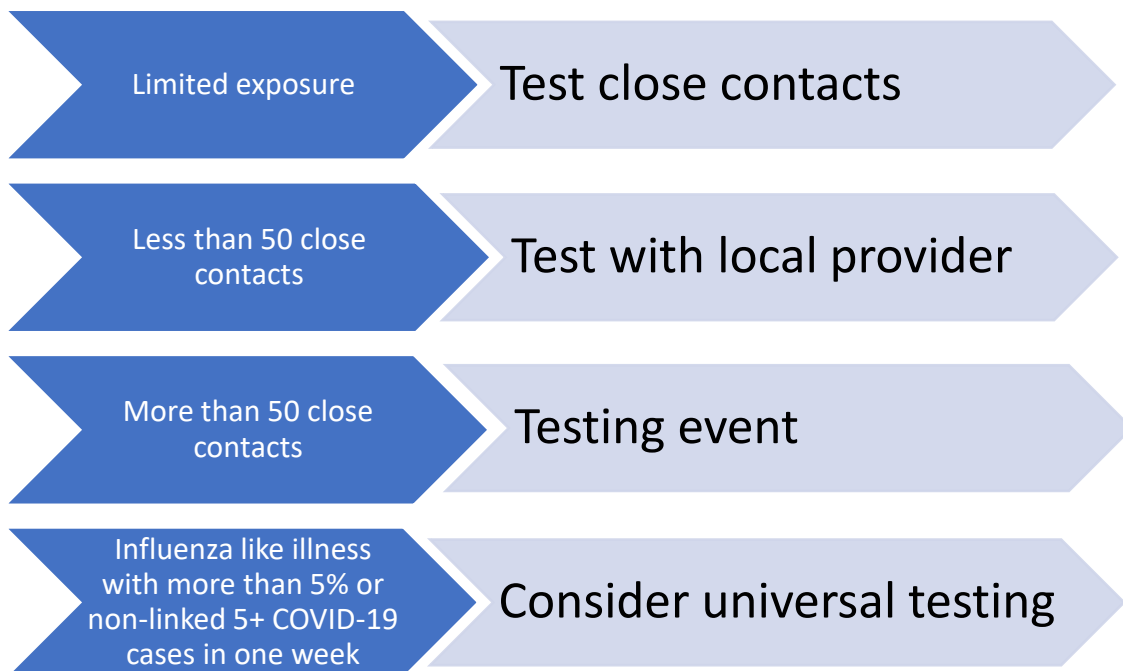
Testing

Testing may be necessary depending on situations that may arise. MDH has provided guidance on the situations that may arise and need to involve testing below.

- Testing of close contacts should not occur until a person becomes symptomatic or at least 5 to 7 days has passed since their last exposure to the confirmed case to guard against a false negative test result.
- Even when a person who has been in close contact with someone with a positive COVID-19 test result, they must remain in quarantine for a full 14 days, since some people develop the infection at the end of the incubation period.
- If a known exposure occurs in a classroom, close contacts will be quarantined at home for 14 days.
- Routine, universal testing is not recommended in schools and is not recommended to be used as an entry or enrollment tool for staff, students or families.

- Should testing be needed for staff and students, the State of Minnesota will assist by providing at-home tests to staff and students utilizing a courier service to transport samples to the laboratory.
- *Close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting 48 hours before illness onset until the time the person is isolated.
- Testing events will be considered if more than 50 close contacts are identified.
- Universal testing could be recommended if substantial or ongoing transmission is occurring. Substantial transmission is defined as a threshold of 5% of total attendees having influenza like illness or there are five or more non-linked laboratory confirmed cases in a single week.

The following table has been provided to assist with determining the testing type.



Appendix A

Posters

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

316917-A May 13, 2020 11:00 AM



Hands
that look
clean can still
have icky
germs!

Wash YOUR HANDS!



This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention



STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Clean frequently touched surfaces and objects (for example, TV remotes and computers).



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

For more information: www.cdc.gov/npi | 1-800-CDC-INFO (232-4636) | www.cdc.gov/info

**Maximum
Room Capacity**

People



Per Minnesota Executive Order 20-81

**FACE MASKS
MUST BE WORN IN THIS
FACILITY**

Exemptions Include: Children in programming (other than Kindergarten) under the age of five), medical conditions, mental health conditions, or a disability that makes it unreasonable for the individual



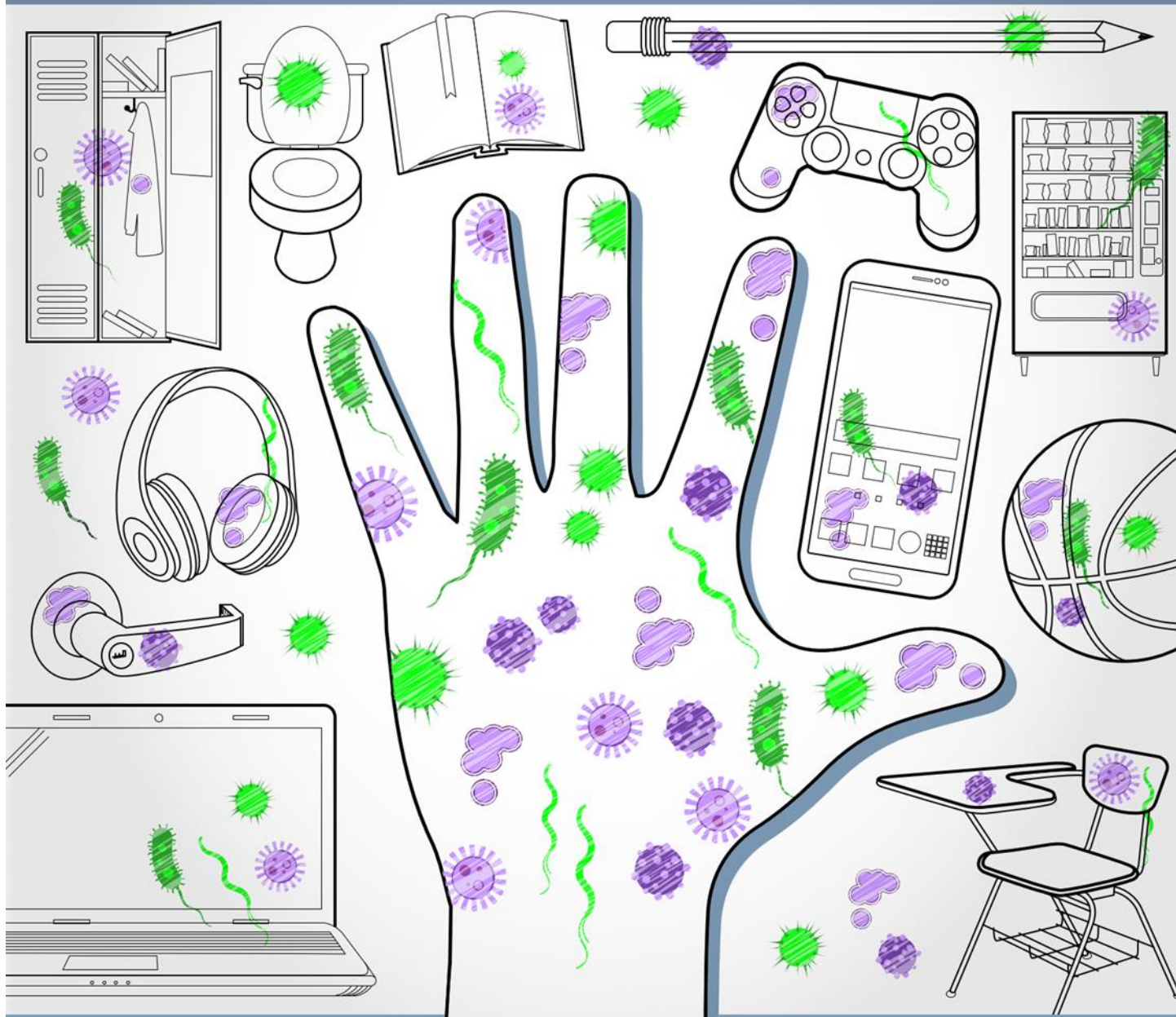
KEEP
CALM
AND
WASH
YOUR
HANDS



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

GERMS

are all around you.



Stay healthy.
Wash your hands.

Students: Let's work together to stop the spread of COVID-19

DID YOU WASH YOUR HANDS?

stop



think



wash hands



ASK YOURSELF:

Did I just go to the bathroom?

Am I about to eat?

Did I just eat?

Did I cough or sneeze?

Did I touch supplies or objects
that other people have touched?

Did I touch garbage?

Did I touch my cloth face cover?

If you can't wash your hands,
ask your teacher or another
adult for hand sanitizer.



cdc.gov/coronavirus

DON'T FEEL WELL? STAY HOME WHEN YOU ARE SICK

*Tell your mom, dad, or caregiver before
you come to school. Tell your teacher or
an adult if you become sick at school*



cough



Shortness of breath
or problem breathing



chills



sore throat



loss of taste
or smell



muscle pain

OTHER SYMPTOMS INCLUDE:

*fever, runny nose, diarrhea, feeling nauseous
or vomiting, feeling tired, headache,
and poor appetite*



cdc.gov/coronavirus

Students: Let's work together to stop the spread of COVID-19

KEEP SPACE BETWEEN YOU AND OTHERS

when outside



in the classroom



on the bus

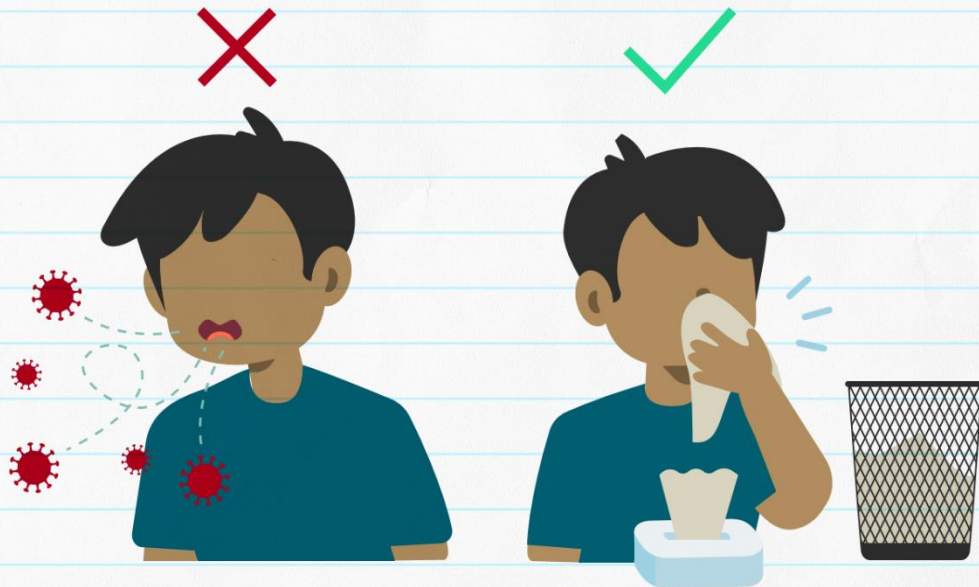


try to skip a row if possible



cdc.gov/coronavirus

DON'T LET YOUR GERMS GO FOR A RIDE



COVER YOUR COUGHS AND SNEEZES

*with a tissue or use the inside of your elbow.
If you use a tissue, throw it in the trash, and
wash your hands right away.*

*If you can't wash your hands, ask
your teacher or another adult
for hand sanitizer*



cdc.gov/coronavirus

CLASS RULES



stay home if
you feel sick



6 FT



keep 6 ft
from others



wash your
hands with
soap and water



use hand sanitizer
if you can't wash
your hands



cough or sneeze into a
tissue or use your elbow.
clean your hands after.

OTHER CLASS RULES



cdc.gov/coronavirus



ROCORI SCHOOL DISTRICT

ROCKVILLE • COLD SPRING • RICHMOND

Parents: Please complete this short check each morning before your child leaves for school.

SECTION 1: Symptoms

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 put them at risk for spreading illness to others.

Please check your child for these symptoms:

<input type="checkbox"/>	Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
<input type="checkbox"/>	Sore throat
<input type="checkbox"/>	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
<input type="checkbox"/>	Diarrhea, vomiting, or abdominal pain
<input type="checkbox"/>	New onset of severe headache, especially with a fever

SECTION 2: Close Contact/Potential Exposure

<input type="checkbox"/>	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
<input type="checkbox"/>	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
<input type="checkbox"/>	Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

If the student answers YES to any question in Section 1 but NO to any questions in Section 2, the student should stay home from school to minimize transmission and optimize learning in accordance to ROCORI's health management policy of 24 hours without fever reducing medications and symptoms outlined in our basic illness <https://www.rocort.k12.mn.us/services/health-services>

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.



STAY SAFE MN

Prevent the Spread of COVID-19



Wash your
hands



Get tested
when sick



Stay 6 feet
from others



Wear a
mask



Stay home
when able



Work from home
when able

WATCH FOR SYMPTOMS



Fever



Cough



Shortness
of breath



Chills



Headache



Muscle pain



Sore throat



Loss of taste
or smell

For more information, visit health.mn.gov
HOTLINE: 651-297-1304 or 1-800-657-3504



Minnesota Department of Health

Contact health.communications@state.mn.us to request an alternate format.

06/10/2020

**In times of pain and
grief, we want to come
together. COVID-19
makes this difficult.**

Help slow the spread



**Wear a
mask**



**Wash or
sanitize your
hands often**



**Stay 6 feet
from others**

mn.gov/covid19

DON'T FORGET TO WASH



WET YOUR HANDS

1



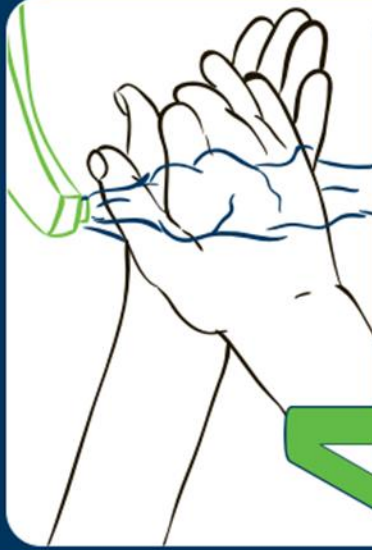
APPLY SOAP

2



WASH YOUR HANDS
for 20 seconds

3



RINSE WELL

4



DRY YOUR HANDS

5



TURN OFF WATER
with paper towel

6

m DEPARTMENT
OF HEALTH

651-201-5414, www.health.state.mn.us

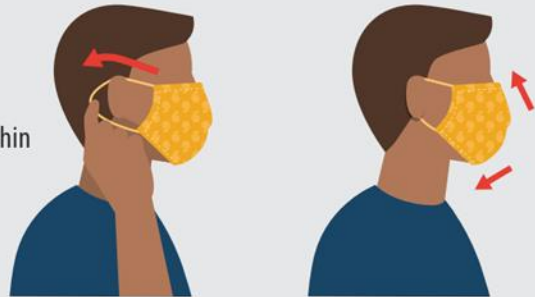
Don't forget to scrub between your fingers,
under your nails, and the top of your hands.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

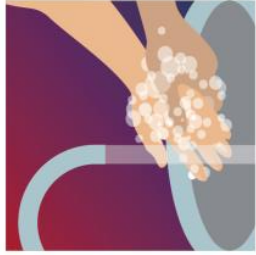
For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Appendix B

MDH Posters/Handouts

How to Safely Wear Your Mask



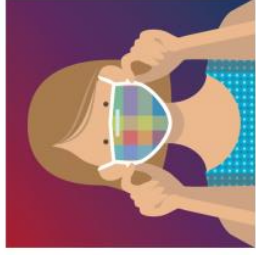
Step 1: Wash or sanitize your hands.



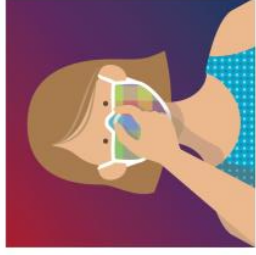
Step 2: Make sure the top of the mask is over your nose and the bottom is under your chin.



Step 3: Place the mask over your nose and mouth before you use the ear straps or tie it behind your head.



Step 4: Move the mask around so it covers nose, mouth, and chin completely.



Step 5: The tops of some masks can bend. Press your fingers on the top of the mask to make them fit tight around your nose.



Step 6: Do not touch the mask while wearing it. Use the mask ear straps or ties if you need to make it fit better.



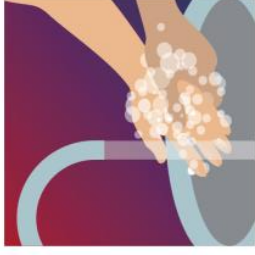
Step 7: Use the mask ear straps or ties to take it off. Do not touch the front.



Step 8: Throw away if mask is disposable.



Step 9: Wash your mask by machine or by hand before you use it again.



Step 10: Wash or sanitize your hands again.














m MINNESOTA

STAY SAFEMN

Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

If you have symptoms of COVID-19, you should get tested. Talk to your health care provider or visit mn.gov/covid19. **For medical emergencies, such as difficulty breathing, call 911.**

	SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
	Cough	Often	Often	Sometimes	Sometimes
	Fever	Often	Often	Rarely	Never
	Body aches	Sometimes	Often	Rarely	Never
	Shortness of breath	Sometimes	Sometimes	Rarely	Rarely
	Headache	Sometimes	Often	Sometimes	Sometimes
	Fatigue	Sometimes	Often	Sometimes	Sometimes
	Sore throat	Sometimes	Sometimes	Sometimes	Sometimes
	Loss of taste or smell	Sometimes	Rarely	Rarely	Rarely
	Diarrhea	Sometimes	Rarely	Never	Never
	Chest pain or pressure	Rarely	Rarely	Never	Never
	Runny nose	Rarely	Sometimes	Often	Often
	Sneezing	Rarely	Sometimes	Often	Often
	Watery eyes	Never	Never	Never	Often

This list is not all-inclusive.



Minnesota Department of Health | health.mn.gov | 651-201-3920
Contact health.communications@state.mn.us to request an alternate format.

VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- ☐ Fever or feeling feverish?
- ☐ Chills?
- ☐ A new cough?
- ☐ Shortness of breath?
- ☐ A new sore throat?
- ☐ New muscle aches?
- ☐ New headache?
- ☐ New loss of smell or taste?

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, or gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF)
(www.health.state.mn.us/diseases/coronavirus/waiting.pdf)

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis *without* a lab test OR people with symptoms consistent with COVID-19 *without* a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](http://www.hennepin.us/daycaremanual) (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.



Appendix C

Plan Audit/Checklist

Table 1: Plan Audit/Checklist

COMMUNICATION	Date Completed
Posters are present at all handwashing sinks	
Posters are present on all entry doors (symptom information and mask requirements)	
Posters are present at entries notifying people of the screening methods	
Template messaging is complete for school cancellations	
Plan is posted on the website	
NHS students are involved in the implementation of the plan	

MENTAL HEALTH AND WELLNESS	Date Completed
Materials were published for staff, students and families regarding assistance available	

TRAINING AND EDUCATION	Date Completed
Maintenance/custodial staff received training	
All other staff received training	
Parents and guardians were provided with educational materials	
Back up lists were assembled for teachers	

SCREENINGS	Date Completed
Screening stations were created and placed	
Stations have supplies and instructions (Asha)	

COMMUNITY EXPECTATIONS	Date Completed
Hand sanitizer is present in the buildings	
Face masks and shields are available	
Accommodations were made for those who self-identified as high risk	

SPACE CONSIDERATIONS	Date Completed
<u>Physical Barriers:</u> Present in all main offices and district office	
<u>Hallways:</u> Floor markings are present outside of restrooms, at communal sinks, outside main offices and outside nurse's offices – Entry/exit signs are present in main offices – Chairs are removed from reception areas	
<u>Parking Lots:</u> Exterior signs are present directing traffic – Flow maps were created and distributed	
<u>Computer Lab:</u> Keyboard covers are present, disinfecting products are present for the instructor and tags are present on computers noting the clean vs. used computers	
<u>Library:</u> Bags are ready for students for books to be placed and a bin is present for used books	
<u>Technology:</u> Wipes are present by copier machines, a poster reminding people to clean the copy machine after use and the technology portion of the website will be developed	

<u>Gymnasium</u> : Bin is present in the gym to collect used equipment needing to be cleaned and disinfecting products are present for the instructor	
<u>Classrooms</u> : Rooms do not have excess items, rooms do not have rugs present, and furniture is moved/spaced	
<u>Drinking Fountains</u> : Fountains are shut down and bottle fillers are open	
<u>Cafeteria</u> : Cafeteria has supplies necessary to pre-package meals	
<u>Nurse's Room</u> : Isolation rooms have been set-up	

SCHEDULING	<i>Date Completed</i>
Staff are scheduled to monitor arrival and dismissal times	

CLEANING	<i>Date Completed</i>
Staff has QT-3 and Re-Juv-Nal present/available	
Containers are labeled	
Safety Data Sheet is available	
Staff have received training	
High touch audit has been laminated and provided to cleaning staff	
Staff have chemical resistant gloves available	
Cleaning kits were assembled for areas	

Appendix D

OSHA Voluntary Respirator User Form

Respiratory Protection

VOLUNTARY USER INFORMATION

Employees whose job duties, positions, or work environments require respiratory protection as determined by the District are fully covered under the Respiratory Protection Program. Some of our employees use respirators on a voluntary basis as an additional level of comfort and protection in different work environments. OSHA requires employers to give voluntary respirator users information provided in Appendix D of 29 CFR 1910.134. Appendix D states the following:

Appendix D to Sec. 1910.134 (Mandatory)

Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose a respirator certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

By signing this document, you state that you understand why this information is being provided to you, know where respiratory protection related safety records are maintained, and will abide by the parameters listed in Appendix D.

_____	_____	_____	_____
Print Name	Signature	Job Title	Date

