



ALBANY AREA SCHOOLS

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*Restart Blueprint*



October 7, 2020



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## SUPERINTENDENT'S MESSAGE



As we look to return to school this fall, we have been presented with a monumental challenge, COVID-19. Although this challenge seems daunting and sometimes insurmountable, I have strong confidence in the team of people that have been working in Albany Area Schools to ensure we are doing everything we can to reasonably mitigate risks to our kids and our staff. I intentionally use the term 'reasonably mitigate risks' instead of talking about safely reopening. The word 'safe' may suggest to some that we can provide a COVID-free environment or an environment free of all risks. We cannot promise a COVID-free environment, nor a risk-free environment in our school or any school across the country.

In the pages that follow, you will see at a high-level, the steps the District is taking to return to school this fall. You will also see the guiding principles that we used to focus our decision-making lens. It is important to note that this is a very fluid situation. This plan may, and probably will change as we continue to assess the information we are given and the guidance we are provided from state and local health officials. In addition, there are areas of this plan where more detail will be released as we get closer to starting school.

We must work together for the well-being of our kids and our community. I look forward to seeing kids and staff back in our buildings this fall. Have a great remainder of the summer.

## Introduction

In March 2020, Albany Area Schools 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 Albany Area Schools 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 Albany Area Schools 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, Albany Area Schools 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

Albany Area Schools utilizes Stearns County data. Greg Johnson, Superintendent is responsible for monitoring the data updates.

### Contingency Planning and Flowing in Scenarios

When viral activity increases, Albany Area Schools 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 Infinite Campus and district email.

Greg Johnson, Superintendent is responsible for all communications through the Learning Model Portal.

## Distance Learning

Per Executive Order 20-82, Albany Area Schools will offer distance learning options to those who elect to continue distance learning.

## Communication

### Taskforce

Albany Area Schools has formed a taskforce to work on the modifications needed for the upcoming school year. The taskforce includes the following people.

<b>Name</b>	<b>Title</b>
Greg Johnson	Superintendent
Paul Conrad	Middle School Principal
Ann Schultz	Albany Elementary Principal
Sue Jenkins	Avon Elementary Principal
Tim Wege	High School Principal
Vanessa Hoffarth	Parent/Admin Intern
Tammy Moe	Teacher Representative
Jan Notch	Food Service Director
Asha Gregory	District Nurse
Cassie Novak	Community Education Director
Craig Waldvogel	Director of Technology
Brock Zierden	Transportation and Grounds Director
Matt Gannon	School Resource Officer
Dean Mitchell	Director of Buildings and Maintenance
Aaron Boyum	Teacher Representative
Scott Buntje	Activities Director
Sue Clemen	Director of Business Service
Taylor Dickinson, CSP	Consultant with IEA, Inc.

Greg Johnson, Superintendent serves as the point of contact for COVID-19 related matters in the District.

Asha Gregory, District Nurse is responsible for coordinating with local health authorities regarding positive COVID-19 cases. All school staff and families will be provided with this person's contact information.

A COVID-19 Program Coordinator is identified below for each building as well. This person 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. Their contact information will be included on all communication.

<b>Building</b>	<b>COVID-19 Program Coordinator</b>	<b>Title</b>
Middle School	Paul Conrad	Principal
Albany Elementary	Ann Schultz	Principal
Avon Elementary	Sue Jenkins	Principal
High School	Tim Wege	Principal

Tim Wege, will coordinate with the Student Council and National Honor Society to involve students to represent the student perspective in back-to-school efforts.

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## Regional Support Teams

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Regional Support Teams have been established in partnership with MDE, MDH and the regional service cooperatives. The formation of Regional Support Teams will assist school districts in receiving responses to situations in a timely fashion.

When questions arise, Greg Johnson, Superintendent will reach out to the Team Lead. The Team Lead will then communicate with MDH regarding the situation to provide solutions to the district. They can assist with overall questions and concerns as a MDE and MDH partner, provide updates on parameters, and assist with contact tracing and testing events.

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## Communication Methods

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

- District newsletters on quarterly basis to the community
- Monthly newsletters to families from individual buildings
- Building level monthly meetings

The District will continue to utilize the school website and Facebook page 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.

The District will post the Restart Blueprint on the District website and notify families, students and staff of the availability by a message through Infinite Campus and District emails.

Infinite Campus will be utilized to provide parents and staff with immediate updates when necessary.

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 notifying people of the face covering requirement

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## Messaging

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Message templates have been assembled for school cancellations due to a known or suspected case of COVID-19 in district facilities.

## Mental Health & Wellness

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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.

Albany Area Schools has the following mental health professionals available on the Social Emotional Team:

- Katelyn Rusch, High School & Middle School, Professional Licensed School Counselor
- Jessica Savolainen, High School, Professional Licensed School Counselor
- Luke Fox, Avon Elementary, Social Worker
- Courtney Hubred, Albany Elementary, Social Worker
- Mary Kalla, Avon Elementary, Social Worker
- Philicity Messman, High School & Middle School, Social Worker
- Kayla Schweiters, Albany Elementary, Social Worker

The Team listed above will meet and work towards Social Emotional health goals in the following areas:

1. Tier I Interventions
2. Tier II Interventions
3. Professional Development
4. Parent Resources
5. Staff Mental Health

### **SCENARIO 1 – IN PERSON LEARNING**

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- Group sessions will occur with elementary classes on a weekly basis
- Group sessions in the High School/Middle School grade levels conducting journaling exercises
- One-to-one meetings will continue

### **SCENARIO 2 – HYBRID LEARNING**

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- Group sessions will occur with elementary classes on a weekly basis
- During hybrid learning, members of the Social/Emotional Team will reach out to the families more to better identify what students need more assistance
- Conduct training sessions with all teachers to better communicate the process for students to receive assistance.
  - Teachers will complete a Google form which is sent to respective members of the Social/Emotional Team for students to receive assistance
- The School Resource Officer will be utilized for home check-in visits when needed and directed by members of the Social/Emotional Team
- The Social/Emotional Team will create a video for staff, students and families informing others of the services that can be offered within the district
- One-to-one meetings will continue (in-person within the building when possible)



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**SCENARIO 3 – DISTANCE LEARNING**

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- Group sessions will occur with elementary classes on a weekly basis virtually
- During distance learning, members of the Social/Emotional Team will reach out to the families more to better identify what students need more assistance
- Conduct training sessions with all teachers to better communicate the process for students to receive assistance.
  - Teachers will complete a Google form which is sent to respective members of the Social/Emotional Team for students to receive assistance
- The School Resource Officer will be utilized for home check-in visits when needed and directed by members of the Social/Emotional Team
- The Social/Emotional Team will create a video for staff, students and families informing others of the services that can be offered within the district
- One-to-one meetings will continue (in-person within the building when possible)

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**Reporting Methods**

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Albany Area Schools 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 to each building's attendance secretary per usual. Attendance secretaries will complete a Google Form that is submitted to Asha Gregory, District Nurse with the reporting information she needs.

Staff will report absences by logging into Frontline. Staff must also immediately report absence to their supervisor and Asha Gregory, District Nurse.

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. When possible, 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 with the district's health and safety records in Dean Mitchell's office.

<p><b><u>Maintenance &amp; Custodial Staff</u></b></p> <ul style="list-style-type: none"> <li>• Currently Known COVID-19 Facts</li> <li>• Cleaning Methods and Schedule</li> <li>• Employee Right-to-Know</li> <li>• Personal Protective Equipment</li> <li>• Districts Restart Blueprint Overview</li> <li>• Identifying Symptomatic Students</li> <li>• Face Coverings</li> <li>• Screening Yourself</li> </ul> <p><i>An in-person training session presented by IEA, Inc. was held on August 4 to complete the training requirements as listed above</i></p>	<p><b><u>Transportation Staff</u></b></p> <ul style="list-style-type: none"> <li>• Currently Known COVID-19 Facts</li> <li>• Cleaning Methods and Schedule</li> <li>• Employee Right-to-Know</li> <li>• Personal Protective Equipment</li> <li>• District Restart Blueprint Overview</li> <li>• Identifying Symptomatic Students</li> <li>• Face Coverings</li> <li>• Screening Yourself</li> </ul> <p><i>An in-person training session presented by IEA, Inc. was held on September 3 to complete the training requirements as listed above</i></p>
<p><b><u>All Other Staff</u></b></p> <ul style="list-style-type: none"> <li>• Currently Known COVID-19 Facts</li> <li>• Overview of the Custodial Cleaning</li> <li>• Screening Yourself</li> <li>• Receiving Items from Home</li> <li>• Districts Restart Blueprint Overview</li> <li>• Identifying Symptomatic Students</li> <li>• Face Coverings</li> </ul> <p><i>An online training module presented by Asha Gregory, District Nurse, and Cassie Novak, Community Education Director, was held on September 1 to complete the training requirements as listed above.</i></p>	<p><b><u>Parents &amp; Guardians</u></b></p> <ul style="list-style-type: none"> <li>• Districts Restart Blueprint Overview</li> <li>• Scheduling Changes</li> <li>• Face Coverings</li> <li>• How to Screen/What to Screen for</li> <li>• Use of Technology</li> </ul> <p><i>Parents and guardians were provided a link with the plan. Additional communication has been sent by buildings regarding back to school plans.</i></p>
<p><b><u>Students (Grade 7-12)</u></b></p> <ul style="list-style-type: none"> <li>• Currently Known COVID-19 Facts</li> <li>• Overview on Cleaning Procedures</li> <li>• Screening Yourself</li> <li>• Face Coverings</li> <li>• Social Distancing</li> </ul> <p><i>Teachers went through the above items in class to complete the training requirements during on September 10 and 11.</i></p>	

## Cross-Training and Absence Planning

Albany Area Schools is preparing for absences of staff members by cross training in the following ways:

- Human Resources will look into methods to increase substitute satisfaction
- A back-up driver list has been developed of district staff members who will receive training for emergency transportation needs
- Current staff members have been surveyed and potential licensed substitutes have been identified to receive training.

Every teacher and administrator within the District will outline their primary back-up person who is knowledgeable about their job content, teaching methods and style who can assist with picking up in case that staff member is unable to teach or perform their necessary duties for a period of time. See Contingency Plan – Appendix F.

Albany Area Schools is planning to remain as flexible as possible to accommodate staff and students, while following individual Union Contracts.

## Screenings

### **SCENARIO 1 - IN PERSON LEARNING & SCENARIO 2 – HYBRID LEARNING**

Albany Area Schools will complete proactive screenings of students, visitors and staff entering the buildings.

MDH requires people to be screened when entering the building. A COVID-19 screening poster will be posted at building entrances to remind people who enter the building the symptoms of COVID-19.

Albany Area Schools will implement the following screening process:

- There will be screening stations at all entrances as noted below. No other entrances will be open.
- The screener will visually inspect the student for signs of illness, which could include: flushed cheeks, rapid breathing/difficulty breathing, fatigue, or extreme fussiness.
- The screener will conduct a symptom checklist with the student, per the MDH Decision Tree.
- Manual Screening: The screener will stand behind a plastic barrier and conduct temperature screening using a non-contact thermometer by reaching around the barrier. Screeners may wear gloves or ensure hands are properly sanitized for each screening. If at any time a screener touches a student or staff member, the screener must change gloves. If at any time the thermometer touches a student or staff member, the screener must wipe the thermometer with alcohol wipe.
- Automated Screening Stations: Some entrances are equipped with automated screening equipment. Screeners will ensure students passing these stations have temperatures under 100.4°F.
- Persons who have a temperature less than 100.4°F and no other symptoms may enter. Those with one more common symptom or two less common symptoms will be turned away and will need to go home immediately. Those with one less common symptom will be further evaluated in the health office. Instructions will be present at each station and the District Nurse will be called with any questions.
- Necessary visitors will be screened at the office prior to entering the building.

<b>Building</b>	<b>Bussing Entrance</b>	<b>Drop-Off/Drivers/Walkers Entrance</b>	<b>Staff Entrance</b> (Arriving Prior to School Hours)
Albany Elementary	Door #1	Door #5 (Walkers & M-Z Drop Off) Door #15 (A-L Drop Off) <i>*Daytime entrance will be Door #1</i>	Door #1, #5, or #15
Avon Elementary	Door #4	Door #1 (Walkers & Drop Off) Door #12 (East Walkers) <i>*Daytime entrance will be Door #1</i>	Door #1, #4
Middle & High School	Door #7 & #10	Door #1 (Drivers & HS Drop Off) Door #2 (MS Drop Off) Door #18 (West Walkers) <i>*Daytime entrance will be Door #1</i>	Door #1, #2, #7, #10, #18

Students utilizing school transportation are asked to self-screen at home prior to boarding a bus or van. Upon arrival to school, a health screening will be conducted on all students when they enter the building.

## 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 to all staff members for their workspaces. 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.

Hand sanitizer will be present and available on all school transportation vehicles.

### 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 not to be used on children under the age of two years old. They are also not required during programming for students in preschool (age five and younger).

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. Albany Area Schools has communicated mask requirements with families.

Face coverings are considered to be a paper or disposable mask, cloth face mask, scarf, bandana 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
- 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 someone 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:

- 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.

The State of Minnesota has provided each student (Kindergarten through grade 12) and staff members with a reusable, cloth face covering. Each school district has received one face shield for each licensed teacher and shields for 50% of non-licensed teachers. The District also received three disposable face masks per student.

Face coverings were distributed during entrance conferences. The District will provide disposable face masks as needed during the screening process for those students in need.

Students and staff members are encouraged to bring school appropriate masks of their own.

### Protecting Those at Higher Risk

Albany Area Schools 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 has facilitated a questionnaire to all staff and families to allow them to self-identify as high risk for illness.

The Superintendent and building principals have reviewed the questionnaires to determine individual plans. Case managers will update student Individualized Education Plans as needed.

## Facilities

### Physical Barriers

Albany Area Schools has installed barriers in all health offices, main offices, and in the District office.

Non-contact drop boxes may be used for paperwork and lunch money at the offices. Lunch money may also be handled online.

### Gatherings and Visitors

To comply with current public health orders, Albany Area Schools will be limiting non-essential building visitors. In addition, student drop-off and pick-up will occur outside the building.

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

### Water and Ventilation Systems

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

### Hallways

Floor markings made of non-skid materials have been placed six feet apart in areas that may see congestion, such as outside of restrooms, at communal sinks, outside of the main offices, outside of the District office and outside of the health offices.

Directional signs (entry/exit) have been placed in rooms that have multiple entrances/exits to better direct traffic flow.

If necessary, markings will be painted on the sidewalks outside of the buildings to assist with social distancing during the screening process.

Cloth chairs will be removed at this time from reception areas.

### Parking Lot Traffic

Traffic controls were adjusted as needed to accommodate increased traffic into school parking lots. The Albany Police Department will continue to assist with traffic needs.

Signage was installed outdoors to assist drivers to make them aware of the screening process and doors to be utilized. Traffic flow maps were distributed to parents.

## Space Considerations

### Playgrounds

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**SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING**

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Playgrounds will remain open. Students will be required to wash hands before and after playground use.

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

### Computer Labs

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**SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING**

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Since all students already have technology devices, only the CADD lab in the High School and Lab #241 will remain open to minimize areas of congregation and the cleaning required.

Work stations will be assigned to individual students. Keyboard covers are installed for easier cleaning.

### Library

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**SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING**

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The library will be closed at this time to prevent congregation and the cleaning required.

Students and staff members are able to order books online through the card catalog system. Orders will be bagged in zip-top bags and distributed.

When returned, the bags will be placed in a bin and labeled with the date returned. Bins of books will sit for 24 hours prior to being wiped and re-shelved.

### Technology

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**SCENARIO 2 – HYBRID LEARNING & SCENERIO 3 – DISTANCE LEARNING**

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Each student in grade K-12 will have their own chrome book or tablet, which will eliminate the need for sharing.

The technology portion of the website includes a variety of resources for families. Training has been held for staff on the use of the platforms.

The copy areas for staff will remain open and in use. Those using the machine will be provided an alcohol wipe to clean when done. A poster reminding employees of the need to clean after each use will be posted.

### Gymnasium

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**SCENARIO 1 – IN PERSON LEARNING & SCENERIO 2 – HYBRID LEARNING**

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Gym classes will be held outside when weather permits. When gym equipment is used, it will be cleaned prior to the next group's use or prior to putting it away. Cleaning supplies will be provided in all gymnasium and physical education spaces.



## Sporting Events/Locker Rooms/Fitness Center/Pool

Albany Area Schools follows the MDH document, *COVID-19 Sports Guidance for Youth and Adults (9/18/2020)*, as well as Minnesota State High School League (MSHSL) directions. When programming is in effect, all MDH and MSHSL guidelines will be followed.

Should a case be reported within the team, MDH is to be notified at [health.sports.covid19@state.mn.us](mailto:health.sports.covid19@state.mn.us) to provide guidance. During the summer months, the Community Education Director or Activities Director will be responsible for that communication and during the school year, the District Nurse is responsible for that communication.

## Classrooms

### **SCENARIO 1 – IN PERSON LEARNING**

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 – HYBRID LEARNING**

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.

A space capacity was completed in all buildings and outlines the capacities for each room. Rooms have capacities posted outside of each room, honoring the six foot social distancing between people.

## Drinking Fountains

Drinking fountains will be turned off at this time. Bottle fillers will remain in use and will be added to the high-touch cleaning list for custodial staff.

## Cafeteria

Students will continue to receive meals at no cost until December 31, 2020 or until federal funding runs out. Families will be notified of changes in a timely manner by the District.

### **SCENARIO 1 – IN PERSON LEARNING**

Students will be spaced out with seats marked to allow for more spacing between students.

- Breakfast will be delivered to the classrooms in all buildings.
- Preschool and some Kindergarten classes will eat in the Cafeterias. The remaining Elementary students will eat in their classrooms.
- High School and Middle School students will eat in the East Gymnasium and Cafeteria.

### **SCENARIO 2 – HYBRID LEARNING**

Six foot social distancing is required to be followed and will be honored. To accomplish that, Albany Area Schools will do the following:

- Breakfast will be delivered to the classrooms in all buildings.

- Preschool and some Kindergarten classes will eat in the Cafeterias. The remaining Elementary students will eat in their classrooms.
- High School and Middle School students will eat in the East Gymnasium and Cafeteria.
- Meal pickup spots for distance learners has been established.

### **SCENARIO 3 – DISTANCE LEARNING**

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Meal delivery and pickup spots for distance learners will be established.

#### Health Office/Isolation Areas

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Should a student or staff member need to be isolated until they can leave the building if they are showing symptoms of COVID-19, each building has identified an isolation room. The identified rooms are the office conference rooms in the elementary buildings and room #405 in the High School.

## Scheduling

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### **SCENARIO 1 – IN PERSON LEARNING**

Classes will take place with all students present allowing for more spacing of students.

After shop and art supplies are used, they will be wiped down by those students.

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### **SCENARIO 2 – HYBRID LEARNING**

Under scenario 2, the District is required to have occupants honoring the six foot social distancing and be under 50% room capacity.

Due to the smaller class sizes within the elementary buildings, all students grades K-5 will be able to return to the buildings under the hybrid model.

Grades 6-12 will be split into two groups: A and B.

- Group A will be in the building on Monday and Tuesday.
- All 6-12 students will distance learn on Wednesday.
- Group B will be in the building on Thursday and Friday.
- Families have received specific scheduling information for each student.

After shop and art supplies are used, they will be wiped down by those students.

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### **SCENARIO 3 – DISTANCE LEARNING**

Distance learning will occur.

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## Arrival and Dismissal

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### **SCENARIO 1 – IN PERSON LEARNING & SCENARIO 2 – HYBRID LEARNING**

Staff will monitor the arrival and dismissal times to curtail congregating and ensure students go straight from vehicles to classrooms and vice versa. All buildings will open at 7:30 am to ensure an adequate amount of time to screen students.

Middle/High School students will not utilize lockers until further notice. Backpacks will be used by students.

To reduce hallway congestion, passing times will be staggered.

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## Transportation

Students will be spaced as much as possible on school transportation vehicles. While utilizing scenario 2, vehicles must be under 50% capacity. The following safety precautions will be taken on vehicles;

- Busses will load from back to front
- Windows will be left open when feasible for more airflow
- Hand sanitizer will be available on the busses for students to utilize when entering
- Households/families will be required to sit together
- Vehicles will be cleaned after each route
- A photo will be taken as busses arrive on campus and prior to departure to ensure proper contact tracing can be done in the event of a positive COVID-19 case.

## Child Care

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### **SCENARIO 3 – DISTANCE LEARNING**

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

The free school-age care will be provided for children age 12 and under who are children of critical workers in the Tier 1 list of critical workers. Both parents in the household (or a single parent) must be employed as a Tier 1 worker to receive free childcare from 8:00 am-3:00 pm. Tier 1 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

The District will also provide child care outside the Tier 1 group on the regular fee scale.

## Facility Cleaning Methods and Considerations

### Cleaning Considerations

Albany Area Schools has prepared in-depth cleaning practices to prevent the exposure of COVID-19. Key elements include:

- Staff will utilize Oxivir, Hillyard's QT-3 or Re-Juv-Nal, which are all approved disinfectants on the Centers for Biocide Chemicals list.
- The dwell time of Oxivir is one minute, QT-3 is three minutes, and Re-Juv-Nal is ten minutes.
- The SDS states that the PPE is not required for Oxivir, but is required, and includes chemical resistant gloves for QT-3 or Re-Juv-Nal. Chemical safety goggles are required when handling the concentrate.
- The SDS is available to staff in maintenance areas and the SDS for Oxivir has been shared with all staff.
- 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 in Dean's office.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment.

Door hangers will be present on each door to note whether rooms were used/dirty or not used/clean. Custodial staff will change the door hangers to "clean" once the room has been cleaned for the day.

### Routine Cleaning

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread. Albany Area Schools 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
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.

SPACE	How Often to Clean & Disinfect
<b>COMMON AREAS (includes administrative offices)</b>	
Electronic Door Assist Buttons	3 times/day
Door Handles <i>*Identify all touch points during open/closing</i>	
Bottle Fillers	
Check-in Counters/Front Office Counters	
Handrails	
Elevator Buttons	
Vending Machine Buttons, cash input/output surfaces, pickup slot door	
Shared Countertop/Work Space	
Shared Chairs and Worktops	
<b>BREAK ROOM</b>	
Door Handles/Inside Outside	1 time/day
Conference Room Tables	
Break Room: Shared tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors (district supplied items only) <i>*Removing all shared condiments</i>	
<b>GENERAL CLASSROOM</b>	
Door Handles <i>*Identify all touch points during open/closing</i>	1 time/day
Door Frames	
Light Switches	
Tabletops	
Room Pencil Sharpener	
Student Desks	
Student Chairs (Include hand grip locations)	
Cabinet Handles/Pulls and Front of Doors	
Sink Faucets and Front Edge of Sink	
<b>RESTROOMS</b>	
Cold/Hot Water Faucets and Front of Sinks	2 times/day
Toiler Flusher	
Toilet/Toilet Bowl	
Push Locations Inside/Outside Stall Doors	
Mirrors	
Soap Dispensers	
Handle/Push Spot on Main Door Inside/Outside	
Accessible Grab Bars	
Cabinet Handles/Pulls and Front of Doors	
Baby Changing Stations	
Hand Dryers/Paper Towel Dispenser	

## Cleaning with Suspected or Confirmed Case of COVID-19

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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.

Internal 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, and clothing coverings
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 each instructor. Toys will be disinfected with Oxivir after each use. Once weekly, toys will be cleaned with soap and water, rinsed, sanitized with Oxivir, rinsed again, and left to 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

Shared porous seating is not able to be easily cleaned. Therefore, the District will assign those seats to eliminate the need for sharing or will not utilize the areas for 24 hours to allow time to deactivate the virus.

### Transportation

Vehicles and busses used to transport staff and students need to be cleaned after every trip. The district's cleaning method will be used. Bus drivers will receive training on proper cleaning practices and will be provided with cleaning supplies and PPE.

## Handling Suspected or Confirmed Cases

Albany Area Schools 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 or go home
- While waiting they will be under visual supervision of a staff member
- The staff member and person waiting will be requested to wear face masks, unless either 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](mailto:health.schoolcc.followup@state.mn.us)

If it is determined that the person is in need of transportation home, Albany Area Schools may use district transportation methods to bring the person home. 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 individuals.

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 within 24 to 36 hours.

### Testing

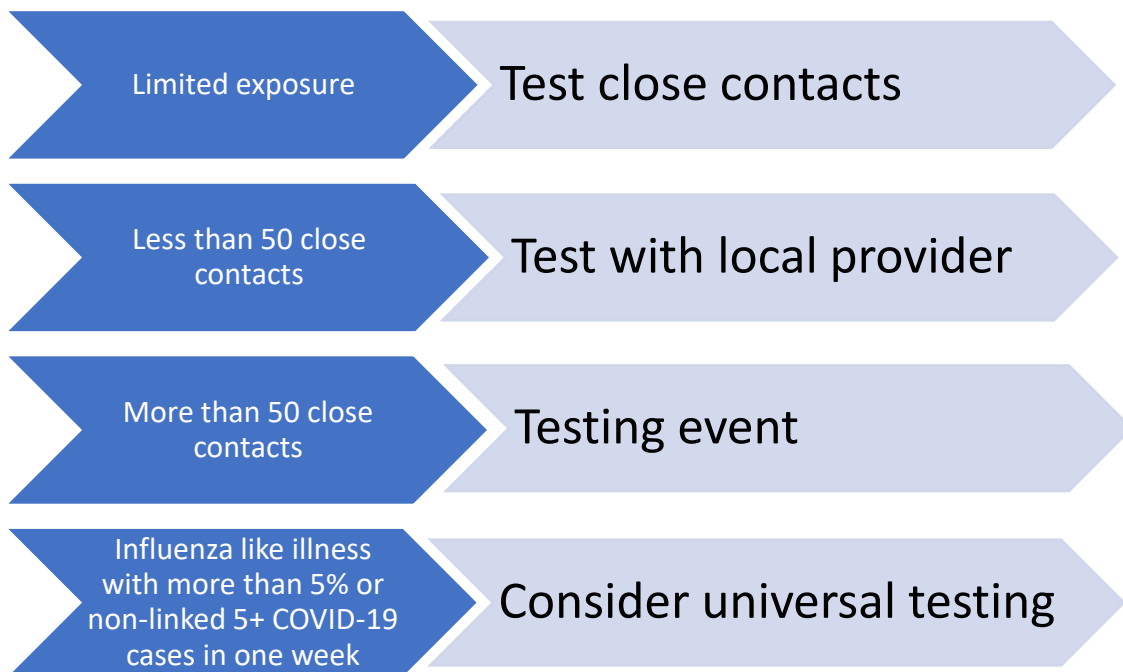
Testing may be necessary depending on situations that may arise. MDH has provided guidance on the situations that may arise and need to involve testing below.

- 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 tests negative, 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.
- A 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 may be considered if more than 50 close contacts are identified. The Regional Support Team will execute the event and it would occur 5-7 days after the known exposure.
- 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.



Stay at least 6 feet  
(about 2 arms' length)  
from other people.



Cover your cough or sneeze with a  
tissue, then throw the tissue in the  
trash and wash your hands.



When in public, wear a  
cloth face covering over  
your nose and mouth.



Do not touch your  
eyes, nose, and mouth.



Clean and disinfect  
frequently touched  
objects and surfaces.



Stay home when you are sick,  
except to get medical care.



Wash your hands often with soap  
and water for at least 20 seconds.



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

316917-A May 13, 2020 11:00 AM



Hands that look clean can still have icky germs!

# Wash YOUR HANDS!



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

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.



# 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](http://www.cdc.gov/npi) | 1-800-CDC-INFO (232-4636) | [www.cdc.gov/info](http://www.cdc.gov/info)

# Maximum Room Capacity



People





**WEAR YOUR MASK**

**Masks Required to Enter  
This Facility**

**STAY SAFE MN**

**This equipment is  
disinfected daily. Please  
feel free to use the  
provided alcohol wipes to  
clean the equipment  
before and/or after  
personal use.**





**Welcome to  
Albany Area Schools!**

**This entrance is  
currently closed,  
please use door #1  
for daytime access!**



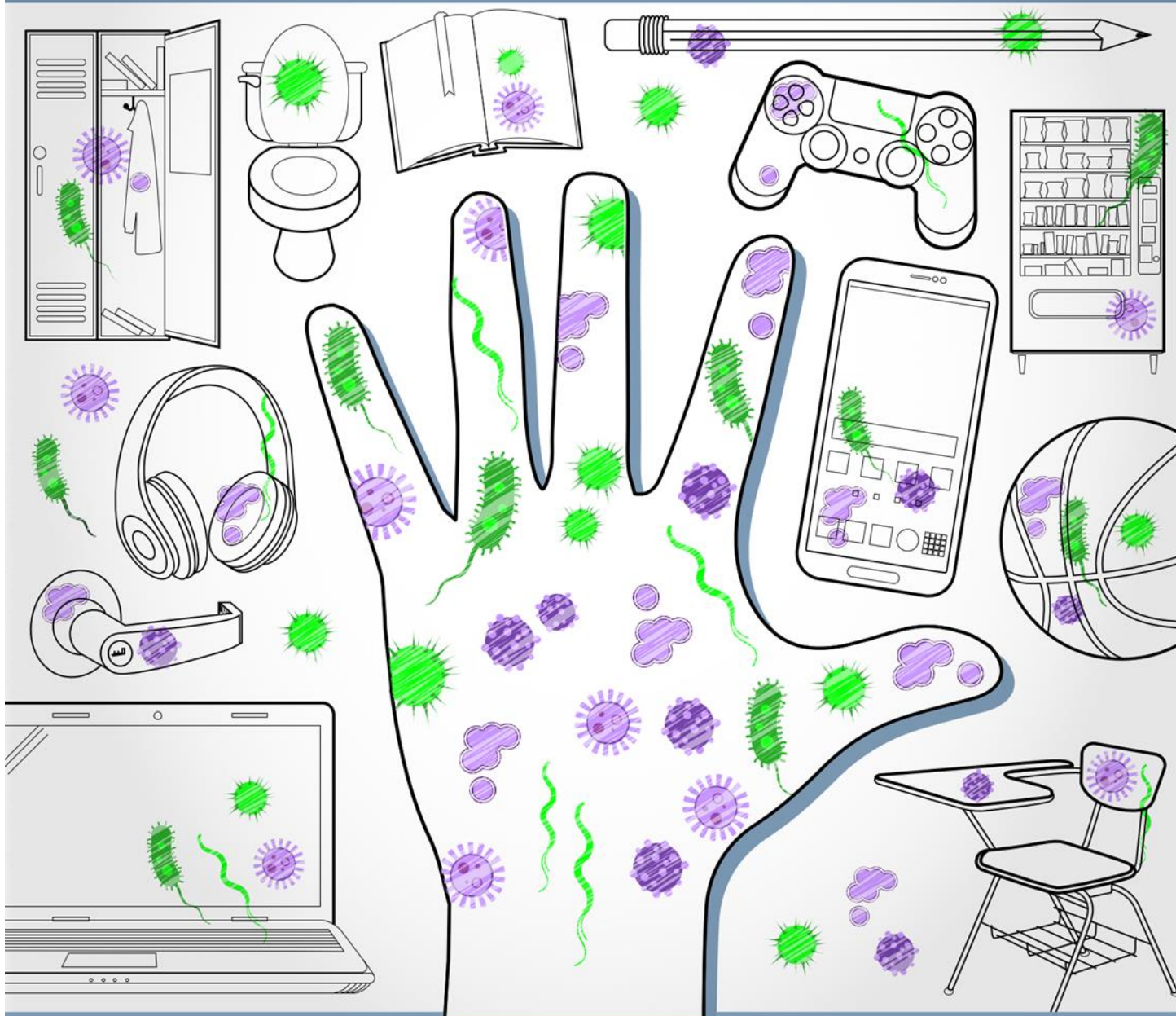
KEEP  
CALM  
AND  
WASH  
YOUR  
HANDS



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

# GERMS

are all around you.



Stay healthy.  
Wash your hands.

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](https://health.mn.gov)  
HOTLINE: 651-297-1304 or 1-800-657-3504

**m1** MINNESOTA

Minnesota Department of Health

Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

06/10/2020

# DON'T FORGET TO WASH



WET YOUR HANDS

1



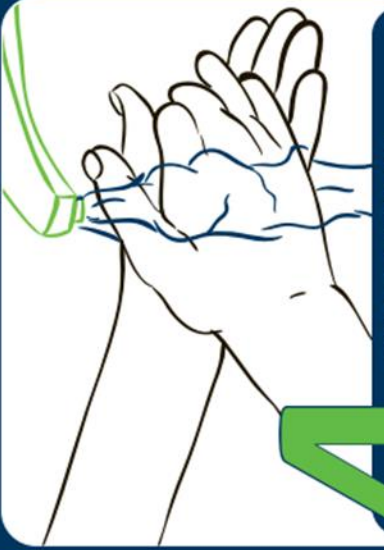
APPLY SOAP

2



WASH YOUR HANDS  
for 20 seconds

3



RINSE WELL

4



DRY YOUR HANDS

5



TURN OFF WATER  
with paper towel

6

**mn** DEPARTMENT  
OF HEALTH

651-201-5414, [www.health.state.mn.us](http://www.health.state.mn.us)

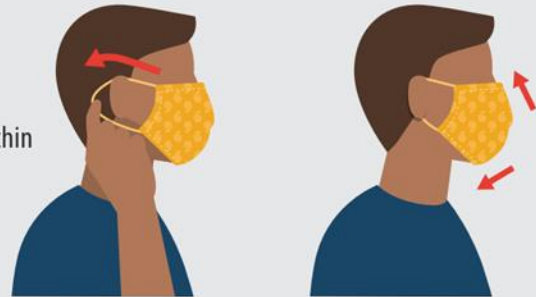
Don't forget to scrub between your fingers,  
under your nails, and the top of your hands.

# 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



**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*



# Health Screening Checklist

## More Common Symptoms

- Fever of 100.4 Degrees Fahrenheit or Higher
- New Onset and/or Worsening Cough
- Difficulty Breathing
- New Loss of Taste or Smell

## Less Common Symptoms

- Sore Throat
- Nausea, Vomiting, Diarrhea
- Chills
- Muscle Pain
- Excessive Fatigue
- New Onset of Severe Headache
- New Onset of Nasal Congestion or Runny Nose

If you have had close contact with a lab-confirmed case of COVID-19 or are a household member of someone waiting for a COVID-19 diagnosis, you may not enter this facility.

Individuals experiencing ANY of the above symptoms must be evaluated in the health office upon entrance.

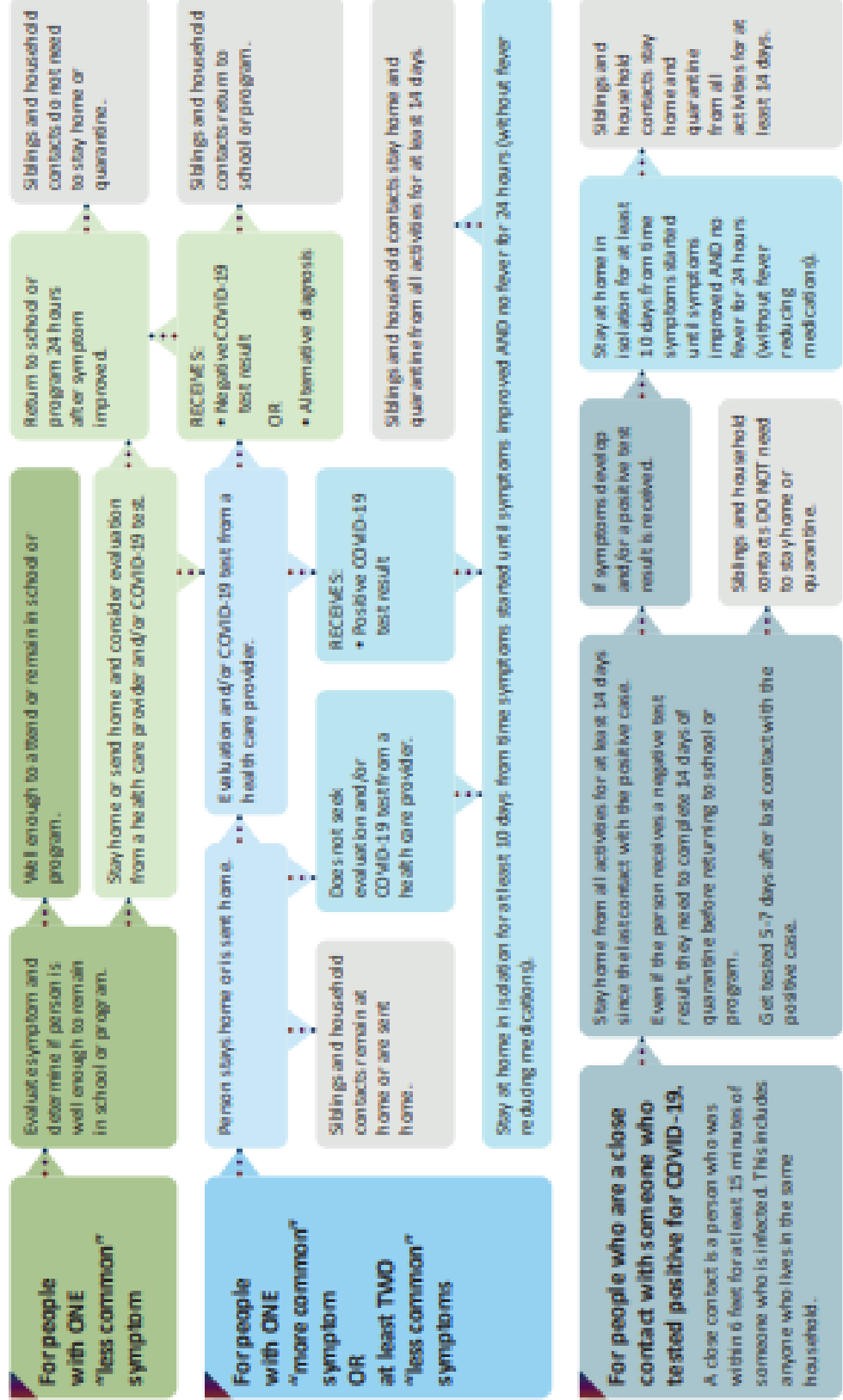
Individuals experiencing ONE "more common" or TWO "less common" symptoms must stay home and seek medical attention.



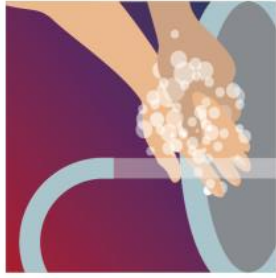
## COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

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



# How to Safely Wear Your Mask



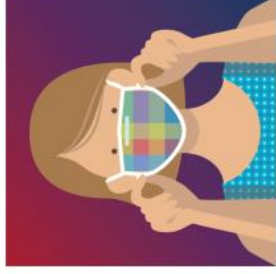
**Step 1:** Wash or sanitize your hands.



**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.



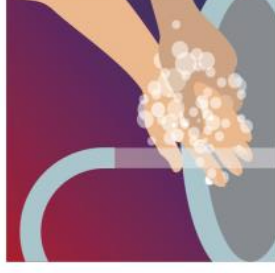
**Step 7:** Use the mask ear straps or ties to take it off. Do not touch the front.



**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.



# **Appendix C**

*Purchasing List and Plan Audit*

**Table 1: Plan Audit**

COMMUNICATION	Completed
Posters are present at all handwashing sinks	X
Posters are present on all entry doors (symptom information and mask requirements)	X
Posters are present at entries notifying people of the screening methods	X
Template messaging is complete for school cancellations	X
Plan is posted on the website and parents/guardians/staff are notified	X
NHS students are involved in the implementation of the plan (Tim)	X
Google form was completed and provided to attendance secretaries with information needed to complete reporting (Asha)	X

MENTAL HEALTH AND WELLNESS	Completed
Training sessions were completed with teachers	X

TRAINING AND EDUCATION	Completed
Maintenance/custodial staff received training	X
Transportation staff received training	X
All other staff received training	X
Parents and guardians were provided with plan	X
Students received training	X
Back up drivers were established for transportation	In progress
Additional recruitment of short call substitutes within district completed	In progress
Contingency plan created	X

SCREENINGS	Completed
Screening stations were created and placed	X
Stations have supplies and instructions	X
Screening kits are assembled for busses/vehicles	X

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

SPACE CONSIDERATIONS	Completed
<u>Physical Barriers:</u> Present in all nurse's offices, main offices and District office	X
<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 – Sidewalk markings are present outside for screening stations – Chairs are removed from reception areas	X
<u>Parking Lots:</u> Exterior signs are present directing traffic – Flow maps were created and distributed	X
<u>Computer Lab:</u> Keyboard covers are present	X

<u>Library</u> : Bags are ready for students for books to be placed and a bin is present for used books	X
<u>Technology</u> : Wipes are present by copier machines, a poster reminding people to clean the copy machine after use	X
<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	X
<u>Classrooms</u> : Rooms do not have excess items, rooms do not have rugs present, and furniture is moved/spaced, cleaning supplies are available in shops and art rooms	X
<u>Drinking Fountains</u> : Fountains are shut down and bottle fillers are open	X
<u>Cafeteria</u> : Cafeteria has supplies necessary to pre-package meals	X
<u>Nurse's Room</u> : Isolation rooms have been set-up	X

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

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

# **Appendix D**

## *Capacity Audits*

# Albany Elementary

Classroom Number	Occupancy Load Calculations			Social Distancing Calculations			Total Number	Other Considerations
	Total Square Footage	Classroom Type	50% Occupancy	Number of Desks that can be Spaced 6' Apart in a Grid				
				Desks	X	Desks	Desks	
E3	1210	Standard Classroom	30	5	X	7	35	
E3 OFFICE	250	Standard Classroom	6	3	X	3	9	
E2	1162	Standard Classroom	29	4	X	6	24	
C3 DINING	394	Cafeteria	13		X			Staff lounge can accommodate 4 tables
C1	2678	Cafeteria	89		X			3 kids can use each table - There are 14 tables = 42 kids/time
E1	1060	Standard Classroom	27	4	X	7	28	
GYM 1	2700	Gymnasium	27		X			
GYM 2	3371	Gymnasium	34		X			
239	308	Standard Classroom	8		X			3x3 if cabinets are removed - Otherwise 3x2
A3	1171	Music	29	4	X	7	28	
A2	1112	Music	28	4	X	7	28	
A1	1053	Standard Classroom	26	4	X	5	20	
140	886	Standard Classroom	22	4	X	5	20	
141	877	Standard Classroom	22	4	X	5	20	
142	887	Standard Classroom	22	4	X	5	20	
214 - Computer Lab	863	Standard Classroom	22	4	X	5	20	14 Usable Computers
150	886	Standard Classroom	22	4	X	5	20	

151	877	Standard Classroom	22	4	X	5	20	
215		Standard Classroom		4	X	5	20	2 people
152	888	Standard Classroom	22	4	X	5	20	
160	871	Standard Classroom	22	4	X	5	20	
161	886	Standard Classroom	22	4	X	5	20	
184	874	Standard Classroom	22	4	X	5	20	
183	878	Standard Classroom	22	4	X	5	20	
182/181	931	Standard Classroom	23	4	X	5	20	
188	923	Standard Classroom	23	4	X	5	20	
189	968	Standard Classroom	24	4	X	5	20	
194	876	Standard Classroom	22	5	X	4	20	
193	877	Standard Classroom	22	5	X	4	20	
131A	886	Standard Classroom	22	4	X	5	20	
130	871	Standard Classroom	22	4	X	5	20	
213	324	Standard Classroom	8		X			3 people
122	882	Standard Classroom	22	4	X	5	20	
212	324	Standard Classroom	8		X			3 people
211	324	Standard Classroom	8		X			3 people
121	875	Standard Classroom	22	4	X	5	20	
120	891	Standard Classroom	22	4	X	5	20	
210	483	Standard Classroom	12	3	X	4	12	
112	885	Standard Classroom	22	4	X	5	20	
111	876	Standard Classroom	22	4	X	5	20	
110	882	Standard Classroom	22	4	X	5	20	
201	416	Standard Classroom	10	3	X	4	12	
200 MEDIA CENTER	2697	Library/Media Center (Reading & Work Area)	27		X			



# Avon Elementary

Classroom Number	Occupancy Load Calculations			Social Distancing Calculations			Other Considerations	
	Total Square Footage	Classroom Type	50% Occupancy	Number of Desks that can be Spaced 6' Apart in a Grid				
				Desks	Desks	Desks		
E2	1162	Standard Classroom	29	4	X	6	24	
C3 DINING	394	Cafeteria	13		X		Staff lounge can accommodate 4 tables	
C1	2678	Cafeteria	89		X		In Albany - (Avon have different tables?) 3 kids can use each table - There are 14 tables = 42 kids/time	
E1	1060	Standard Classroom	27	4	X	7	28	
GYM 1	2700	Gymnasium	27		X			
GYM 2	3371	Gymnasium	34		X			
236	308	Standard Classroom	8		X		3x3 if cabinets are removed - Otherwise 3x2	
A3	1171	Music	29	4	X	7	28	
A2	1112	Music	28	4	X	7	28	
A1	1053	Standard Classroom	26	4	X	5	20	
140	886	Standard Classroom	22	4	X	5	20	
141	877	Standard Classroom	22	4	X	5	20	
142	887	Standard Classroom	22	4	X	5	20	
214	863	Music	22	4	X	5	20	
150	886	Standard Classroom	22	4	X	5	20	
151	877	Standard Classroom	22	4	X	5	20	
215		Standard Classroom		4	X	5	20	2 people

152	888	Standard Classroom	22	4	X	5	20	
160	871	Standard Classroom	22	4	X	5	20	
161	886	Standard Classroom	22	4	X	5	20	
131A	886	Standard Classroom	22	4	X	5	20	
130	871	Standard Classroom	22	4	X	5	20	
213	324	Standard Classroom	8	*	X	4		
122	882	Standard Classroom	22	4	X	5	20	
212	324	Standard Classroom	8		X			3 people
211	324	Standard Classroom	8		X			3 people
121	875	Standard Classroom	22	4	X	5	20	
120	891	Standard Classroom	22	4	X	5	20	
210	483	Standard Classroom	12	3	X	4	12	
112	885	Standard Classroom	22	4	X	5	20	
111	876	Standard Classroom	22	4	X	5	20	
110	882	Standard Classroom	22	4	X	5	20	
201	416	Standard Classroom	10	3	X	4	12	
200 MEDIA CENTER	2697	Library/Media Center (Reading & Work Area)	27		X			
162	870	Standard Classroom	22	4	X	5	20	
132	870	Standard Classroom	22	4	X	5	20	

# Albany High School

Classroom Number	Occupancy Load Calculations			Social Distancing Calculations			Other Considerations	
	Total Square Footage	Classroom Type	50% Occupancy	Number of Desks that can be Spaced 6' Apart in a Grid				
				Desks	Desks	Desks		
Auditorium	8856		400		X		800 chairs total. 114 people skipping rows 3 seats between people	
432 Choir	1163	Music	29	7	X	7	49	Remove risers
436 Band	2059	Music	51	7	X	8	56	
BECC Gym	21107	Gymnasium	211		X		0	
Main Gym	18003	Gymnasium	180		X		0	
Fitness Center	3554	Exercise Room	36		X		0	
Commons/Cafeteria	6888	Cafeteria	230		X		0	
115	770	Standard Classroom	19	4	X	4	16	
116	760	Standard Classroom	19	4	X	4	16	
118	646	Standard Classroom	16	4	X	4	16	
120	770	Standard Classroom	19	4	X	4	16	
122	770	Standard Classroom	19	4	X	4	16	
125	394	Standard Classroom	10	4	X	3	12	
127	1746	Standard Classroom	44		X			Room for 22 chairs
128	1746	Standard Classroom	44		X			Room for 22 chairs
147	225	Standard Classroom	6		X			3 people
146	323	Standard Classroom	8	4	X	3	12	
140	770	Standard Classroom	19	4	X	4	16	
141	760	Standard Classroom	19	4	X	4	16	

142	646	Standard Classroom	16	4	X	4	16	
143	770	Standard Classroom	19	4	X	4	16	
144	770	Standard Classroom	19	4	X	4	16	
146		Standard Classroom			X			lounge 6 people
156	944	Standard Classroom	24	5	X	4	20	
155	969	Standard Classroom	24	5	X	4	20	
154	1207	Standard Classroom	30	5	X	6	30	
170	694	Standard Classroom	17	4	X	4	16	
173	304	Standard Classroom	8	4	X	1	4	
168	203	Standard Classroom	5	1	X	4	4	
160	1238	Standard Classroom	31	5	X	4	20	
161	1244	Standard Classroom	31	5	X	5	25	
Clay Room	455	Standard Classroom	11	4	X	4	16	clay wheels
240	770	Standard Classroom	19	4	X	4	16	
241	760	Standard Classroom	19	4	X	4	16	
242	646	Standard Classroom	16	4	X	4	16	
243	770	Standard Classroom	19	4	X	4	16	
244	770	Standard Classroom	19	4	X	4	16	
250 Woods	3996	Shop	40		X			9 tables
Between Shops/Storage	1792	Shop	18		X			6 tables
Metal Shop	2334	Shop	23		X			10 computers
254	909	Standard Classroom	23		X			
337 Ag. Lab	1003	Standard Classroom	25		X			15 at tables with one teacher
Ag. Shop	2415	Shop	24		X			
258	769	Standard Classroom	19	6	X	4	24	5 tables and 1 teacher
257	399	Standard Classroom	10	4	X	3	12	
256		Standard Classroom			X			2
259 Home Ec	1057	Standard Classroom	26		X			12 tables plus teacher
262 Home Ec	1004	Standard Classroom	25		X			20 at tables
261		Standard Classroom			X			1

336 Cadd	1037	Standard Classroom	26		X			15 computers plus teacher
335	900	Standard Classroom	23	5	X	5	25	
33b		Standard Classroom			X			2
318	909	Standard Classroom	23	4	X	5	20	
317	917	Standard Classroom	23	5	X	5	25	
316	919	Standard Classroom	23	5	X	5	25	
315	722	Standard Classroom	18	6	X	3	18	tables present
314	917	Standard Classroom	23	5	X	5	25	
333A	140	Standard Classroom	4	3	X	*		3 people
331	910	Standard Classroom	23	5	X	5	25	
330	905	Standard Classroom	23	5	X	5	25	
329	929	Standard Classroom	23	5	X	5	25	
327	904	Standard Classroom	23	5	X	5	25	
326	904	Standard Classroom	23	5	X	5	25	
328	894	Standard Classroom	22	5	X	5	25	
324	1193	Standard Classroom	30	6	X	4	24	
323		Standard Classroom		6	X	4	24	
322	854	Standard Classroom	21	5	X	5	25	
321	865	Standard Classroom	22	5	X	5	25	
320		Standard Classroom		5	X	5	25	
319	845	Standard Classroom	21	5	X	5	25	
311	398	Standard Classroom	10		X			6 people at tables
Learning Commons	2166	Library/Media Center (Reading & Work Area)	22	9	X	7	63	
308 ITV	554	Standard Classroom	14		X			
Library	334	Library/Media Center (Reading & Work Area)	3		X			

Library near Magazines	641	Library/Media Center (Reading & Work Area)	6		X			
Library near 209	772	Library/Media Center (Reading & Work Area)	8	6	X	4	24	
313 ITV	564	Standard Classroom	14	4	X	5	20	8 with current tables
214	1215	Standard Classroom	30	4	X	6	24	
213	1215	Standard Classroom	30	4	X	6	24	

# **Appendix E**

*Template Message*



# Albany Area Schools

P.O. Box 40 Albany, Minnesota 56307  
Phone 320-845-2171 - Fax 320-845-4017  
Website: [www.district745.org](http://www.district745.org)

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DATE

Dear Families and Staff,

We are writing to inform you that a **known or suspected** case of COVID-19 has been identified in a District building. We understand that families, students, and staff may have questions and concerns about the District's response to COVID-19.

The District is in communication with the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE) regarding the situation. They have instructed the District to dismiss classes in **<list buildings>** for **<list timeframe>** to allow for contact tracing and effective cleaning and disinfecting of affected areas to take place. In-person classes are currently planned to resume on **<list date and method>**.

The District is regularly cleaning and disinfecting frequently touched surfaces in order to minimize the spread of germs. In addition, the district is **<encouraging mask wearing, requiring masks be worn, implementing social distancing, etc.>**

It is important to practice social distancing by putting space between yourself and others and to continue to practice healthy habits to help slow the spread of COVID-19, including the following:

- Wash your hands with soap and water for at least 20 seconds
- Clean and disinfect frequently touched surfaces
- Stay home when sick
- Avoid touching your face

We are monitoring the situation closely with the guidance of MDH and MDE and will update families and staff as new information becomes available. Visit <https://www.health.state.mn.us/diseases/coronavirus/schools.html> for the latest information from the Minnesota Department of Health or <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html> for the latest information from the Centers for Disease Control and Prevention. **<List update on district website>**

If you have any questions, please contact me using the information below.

Sincerely,

Greg Johnson, Superintendent  
Albany Area Schools  
[gregjohnson@district745.org](mailto:gregjohnson@district745.org)  
320-845-5055



# **Appendix F**

## *Contingency Plan*

## Albany Area Schools Contingency Plan

### Contingency Plan - AAS District Level Staff - 2020-21

Staff Member	Position	Contingency Person
<b>District Office</b>		
Greg Johnson	Superintendent	Cassie Novak
Sue Clemen	Director of Business Services	Krista Dirkes/Heather Marquart
Krista Dirkes	Payroll & Benefits Specialist	Sue Clemen/cmERDC
Heather Marquart	Controller	Sue Clemen
Amy Rausch	Administrative Assistant	Heather Marquart/Krista Dirkes/Sue Clemen
<b>Community Education</b>		
Cassie Novak	Community Education Director	Kelly Neu
Brad Jensen	Kids Company Coordinator	Cassie Novak
Kelly Neu	Community Education Coordinator	Cassie Novak/Alisa Schmidt
Alisa Schmidt	Community Education Administrative Assistant	Kelly Neu
<b>Other District Level</b>		
Scott Buntje	Activities Director	Teri Kalthoff
Matt Gannon	School Resource Officer	Albany Police Dept/911
Mike Garding	Transportation & Grounds Assistant	Brock Zierden
Asha Gregory	District Nurse	Deanna Kulzer/Natasha Orbeck-RN (Sub)/Liz Berckes (Sub)
Rylan Grose	Technology Assistant	Craig Waldvogel
Dean Mitchell	Building Maintenance Supervisor	Jeffrey Thelen
Don Neu	Technology Assistant	Craig Waldvogel
Amy Notch	Director of Teaching & Learning	Media Center--Teri Kalthoff Assessment Systems--Joan Eibensteiner

Jan Notch	Food Service Director	Bernice Opatz/Tammy Frerichs/Donna Bruemmer/Lisa Stangler
Craig Waldvogel	Director of Technology- Network Systems	Don Neu/Rylan Grose/Marco (Dan Kellerman dan.kellerman@marconet.com)
Brock Zierden	Transportation Director	Mike Garding

### Contingency Plan - Albany Area High School - 2020-21

Staff Member	Position	Contingency Person
<b>HS Office</b>		
Tim Wege	Principal	Paul Conrad
Brenda VonWahlde	Admin Asst	Katie Dirkes
Katie Dirkes	Admin Asst	Brenda VonWahlde
Asha Gregory	Nurse	Deanna Kulzer or Natasha Orbeck, RN (Sub) or Liz Berckes (Sub)
Scott Buntje	AD	Teri Kalthoff
<b>Paras</b>		
Paula Doebler	para	Anita Dobmeier
Rosie Rademacher	para	Paula Doebler
Anita Dobmeier	para	Paula Doebler
Amanda Christopherson	para	Alex Evenson
Alex Evenson	para	Amanda Christopherson
<b>Teachers</b>		
Amy Schneider	Ag	Duane Lichy
Duane Lichy	Ag	Amy Schneider
Mike Rien	Tech Ed	Duany Lichy
Jacob Boone	Business	Tim Wege
Jen Hiltner	English	Dana Amdahl
Angie Revier	English	Jen Hiltner
Dana Amdahl	English	Jen Hiltner

Sonya Hoffarth	English	Dana Amdahl
Paula Van Der Hagen	English	Sonya Hoffarth
Ridell Curtis	Art	Sarah Mendoza
Sarah Mendoza	Art	Ridell Curtis
John Kleppe	Music	Dave Herdan
Jacob Kempenich	Music	John Kleppe
Kit Pennie	Spanish	Greta Noska
Greta Noska	Spanish	Kit Pennie
Lori Young	FACS	Tim Wege
Mike Sieben	Math	Brian Hines
Cory Schlagel	Math	Jeanne Bruns
Brian Hines	Math	Mike Sieben
Jeanne Bruns	Math	Brian Hines
Sam Jerome	PE	Jake Eichten
Jake Eichten	PE	Sam Jerome
Josiah Passe	Science	Shanna Wahlstrand
Amy Spohn	Science	Peter Maas
Peter Maas	Science	Amy Spohn
Shanna Wahlstrand	Science	Josiah Passe
Al Amdahl	Social Studies	Vance Ressler
Brian Bierbaum	Social Studies	Jason Thelen

Jason Thelen	Social Studies	Brian Bierbaum
Vance Ressler	Social Studies	Al Amdahl
<b>Building Wide Staff</b>		
Bernice Opatz	Head Cook	Jan Notch
Jeff Thelen	Maintenance	Dean Mitchell

### Contingency Plan - Albany Area Middle School - 2020-21

Staff Member	Position	Contingency Person
<b>Office</b>		
Paul Conrad	Principal	Tim Wege
Deanna Kulzer	Administrative Assistant	Brenda Von Wahlde, Katie Dirkes
Asha Gregory	District Nurse	Deanna Kulzer or Natasha Orbeck, RN (Sub) or Liz Berckes (Sub)
Scott Buntje	Activities Director	Teri Kalthoff
<b>Grade 6</b>		
Kelly Bierbaum		Kelly Klasen
Kelly Klasen		Kelly Bierbaum
Patty Peschel		Cody Farrand
Cody Farrand		Patty Peschel
Aaron Boyum		Dave Huberty
Dave Huberty		Aaron Boyum
<b>Grade 7</b>		
Jim Kvistad	Science	Zach Dingmann
Aileen Swenson	Math	Rob Holt
Kathy Gilk	English	Carrie Schmitz
Alex Evan	Social	Mariah Benn

Scott McLachlan	PE	Dan Anderson
<b>Grade 8</b>		
Zach Dingmann	Science	Jim Kvistad
Carrie Schmitz	English	Kathy Gilk
Rob Holt	Math	Aileen Swenson
Mariah Benn	Social	Alex Evan
Dan Anderson	PE	Scott McLachlan
<b>SPED</b>		
Cassie Gertken		Julie Theiler
Julie Theiler		Cassie Gertken
Hallie Dufner		Missy Rohde
Kaylie Waldvogel		Becca Ellering
Becca Ellering		Becky Bartz/Cassie Gertken
<b>OTHER SUBJECT AREAS</b>		
Lori Young	FACS	Paul Conrad
Dave Herdan	Music	John Kleppe
Sam Jerome	PE	Jake Eichten
Amy Wilwerding	Music	Dave Herdan
Jenny Dale	PE	Jake Eichten
Shania Hirdler	Art	Sarah Mendoza
Greta Noska	Spanish	Kit Pennie
Amy Schneider	CATE	Duane Lichy

<b>PARAS</b>		
Tami Goehring		Cassie Gertken
Paula Capp		Cassie Gertken
Missy Rohde		Cassie Gertken
Rosie Thell		Cassie Gertken
Emma Bartlett		Cassie Gertken

### **Contingency Plan - Albany Elementary - 2020-21**

<b>Staff Member</b>	<b>Position</b>	<b>Contingency Person</b>
<b>Office Staff</b>		
Ann Schultz	Principal	Laura Roelike
Debbie Moritz	Administrative Assistant	Nicole Schneider
Morgan Kampsen	Nurse	Asha Gregory
<b>Kindergarten</b>		
Jody Abraham	Teacher	Becky Boyer/Stephanie Sauerer
Becky Boyer	Teacher	Jody Abraham/Stephanie Sauerer
Christine Manthe	Teacher	Stephanie Sauerer
Stephanie Sauerer	Teacher	Becky Boyer/Christine Manthe
<b>Grade 1</b>		
Sara Friedrichs	Teacher	Lori Rubin
Anne Hoeschen	Teacher	Dana Steve
Lori Rubin	Teacher	Sara Friedrichs
Dana Steve	Teacher	Amanda Cassens/Anne Hoeschen/Lori Rubin/Sara Friedrichs
<b>Grade 2</b>		
Mary Beth Droogsma	Teacher	Laura Roelike/Tammy Moe/Sharon Navratil

Tammy Moe	Teacher	Laura Roelike/Sharon Navratil
Sharon Navratil	Teacher	Tammy Moe/Laura Roelike
Laura Roelike	Teacher	Sharon Navratil /Tammy Moe
<b>Grade 3</b>		
Pam DeGeest	Teacher	Aleta Holbrook
Aleta Holbrook	Teacher	Pam DeGeest
Melissa Johnson	Teacher	Pam DeGeest/Aleta Holbrook
Ashley Otreмба	Teacher	DeGeest/Holbrook/Johnson/ Rademacher
Tracy Rademacher	Teacher	Pam DeGeest/Aleta Holbrook
<b>Grade 4</b>		
Lori Habben	Teacher	Nikki Myogeto/Kim Koehn
Kim Koehn	Teacher	Nikki Myogeto/Lori Habben
Todd Kuhn	Teacher	Paul Fauk/Nikki Myogeto/Lori Habben/Kim Koehn
Nikki Myogeto	Teacher	Kim Koehn/Lori Habben
<b>Grade 5</b>		
Judy Eibensteiner	Teacher	Tom Feldewerd/Nicole Snoberger
Tom Feldewerd	Teacher	Judy Eibensteiner/Kristi Spohn
Nicole Snoberger	Teacher	Judy Eibensteiner
Kristi Spohn	Teacher	Tom Feldewerd/Nicole Snoberger
<b>Specialists</b>		
Aaron Ahrndt	PE Teacher	Grant Johnson
Joan Eibensteiner	Media Specialist	Jean Kollodge/Cathy Studer



Grant Johnson	PE Teacher	Aaron Ahrndt
Julia Olson	Art Teacher	Ross Resley
Ross Resley	Music Teacher	Amy Wilwerding
<b>Interventionists</b>		
Missy Caughlan	EL Teacher	Angela Haynes/Laurie Hommerding
Angela Haynes	Title One Teacher	Laurie Hommerding
Laurie Hommerding	Title One Teacher	Angela Haynes
<b>Special Education</b>		
Julie Bieber	Special Education Teacher	Nicole Snoberger/Paul Fauk
Amanda Cassens	Special Education Teacher	Jody Knopp/Dana Steve
Paul Fauk	Special Education Teacher	Julie Bieber/Todd Kuhn
Jennifer Jacobson	Special Education Teacher	Katie Radeke/Leanne Stephens
Jody Knopp	Special Education Teacher	Amanda Cassens/Leanne Stephens
Katie Radeke	Special Education Teacher	Rachel VonWahlde/Jen Jacobson
Leanne Stephens	Special Education Teacher	Rachel VonWahlde
Ryan Stoneburner	Special Education Teacher	Sue Noska/Rachel VonWahlde
Rachel VonWahlde	Special Education Teacher	Katie Radeke/Leanne Stephens
<b>Social Workers</b>		
Courtney Hubred	Social Worker	Kayla Schwieters
Kayla Schwieters	Social Worker	Courtney Hubred

<b>Building Wide Staff</b>		
Chase Douvier	Head Custodian	Dean Mitchell
Donna Bruemmer	Head Cook	Jan Notch
Miranda Beutz	Kids Company Site Leader	Brad Jensen

### **Contingency Plan - Avon Elementary - 2020-21**

<b>Staff Member</b>	<b>Position</b>	<b>Contingency Person</b>
Sue Jenkins	Principal	Mary Kalla, Luke Fox
Brenda Levinski	Administrative Assistant	Julie Stich
Julie Stich	Administrative Assistant	Brenda Levinski
Melissa Abraham	Nurse	Julie Stich/Brenda Levinski
Mary Kalla	Social Worker	Luke Fox
Luke Fox	Social Worker	Mary Kalla
<b>PreK Teachers</b>	<b>Position</b>	<b>Contingency Person</b>
Julie Kost	PreK 2	Cindy Ryan/Sheila Kost
Kristy Yurczyk	PreK 2	Brittany Polipnick/ Cindy Ryan/Kelly Welle
Nancy Trehey	PreK 2	Kelsey Molitor/ Amy Hoppe/ Brittany Polipnick
Brittany Polipnick	PreK 2	Kristy Yurczyk/Brianna Silbernack
Sheila Kost	PreK (ECSE)	Sue Noska
<b>K-5 Classrooms</b>	<b>Position</b>	<b>Contingency Person</b>
Bea Mastin	Kindergarten	Maria Winkles
Stacy Meyer	Kindergarten	Maria Winkles
Maria Winkles	Kindergarten	Stacy Meyer
Anne Strack	1st Grade	Steph Stang
Stephanie Stang	1st Grade	Anne Strack
Molly Luzier	1st Grade	Anne Strack, Steph Stang

Janet Ramler	2nd Grade	Leslie Thesing, Kim Lange
Leslie Thesing	2nd Grade	Janet Ramler, Kim Lange
Kim Lange	2nd Grade	Leslie Thesing, Janet Ramler
Angela Sufka	3rd Grade	Lori Burg
Lori Burg	3rd Grade	Angie Sufka
Benny Barnack	4th Grade	Kathy Conrad
Kathy Conrad	4th Grade	Benny Barnack
Tim Coleman	5th Grade	Renee Nelson- Stacey Zierden
Stacey Zierden	5th Grade	Tim Coleman-Renee Nelson
Renee Nelson	5th Grade	Tim Coleman-Stacey Zierden
<b>Specialists</b>	<b>Position</b>	<b>Contingency Person</b>
Kim Holt	Physical Education	Jenny Dale
Jenny Dale	Physical Education	Kim Holt
Amy Wilwerding	Music	Shania Hirdler
Shania Hirdler	Art	Amy Wilwerding
Cathy Studer	Media	Gayle Gibson
<b>SpEd/Intervention</b>	<b>Position</b>	<b>Contingency Person</b>
Mindy Strom	Intervention	Crystal Schlosser/ Krista Schmitz
Tammie Grismer	Speech	Sue Noska
Sue Noska	Speech	Tammie Grismer
Krista Schmitz	Special Education	Crystal Schlosser
Crystal Schlosser	Special Education	Krista Schmitz
Lori Holthaus	Special Education	Sheila Kost/Stacy Meyer/Maria Winkels
Sheila Kost	ECSE	Sue Noska/Lori Holthaus
<b>Kids Company</b>	<b>Position</b>	<b>Contingency Person</b>
Michelle Blokzyl	K-5 Site Leader	Brad Jensen
Bre Osendorf	PreK Site Leader	Brad Jensen
<b>Other</b>	<b>Position</b>	<b>Contingency Person</b>
Pam Fischer	Head Custodian	Ken Panek/Darla Hommerding

Lisa Stangler	Head Cook	Arlene Huling or Jan Notch
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