

New Century Academy Safe Return to In-Person Learning Plan for the School Year 2021-2022

Contingency Plans by Scenario

COVID-19 Important Contacts and Responsibilities

COVID-19 Program Coordinators

1. Jason Becker, Director 320-484-2042 jason.becker@newcenturyacademy.com
 - Work with the school board, students, parents and staff to implement the education delivery within all scenarios. Communicate changes and adjustments within each plan to the school board, parents, students, families and staff.
 - Work with local health officials to determine the appropriate course of action based on the current information available.
 - Communicate with the Minnesota Department of Education in regards to changes and adjustments made with contingency plans.
2. JoAnn Vanden Langenberg, School Nurse 320-484-2058
JoAnne.Vandenlangenberg@newcenturyacademy.com
 - Develop and implement all health related requirements related to sanitary practices, health screenings, illness determinations and course of action.
 - Track and record all related health information on staff, students and families.
 - Communicate necessary information to the Minnesota Department of Health.

Additional School Contacts

1. Morgan Litzau, SWWC Contracted Nurse Morgan.Litzau@swwc.org
 - Work with the Director and School Nurse to make decisions regarding learning model.
 - Assist the School Nurse in implementation of health related activities including screenings, illness determination and course of action, sanitary practices.
 - Assist in the ongoing evaluation of learning models, current health practices and case rate data provided by the county and the Minnesota Department of Health.
2. Dawn Villanueva, Admin Assistant 320-484-2041 dawn.villanueva@newcenturyacademy.com
 - Assist parents, students and staff with resources related to the Safe Learning Plan.
 - Coordinate lunch, technology and material pick up and distribution.

Student Contacts

- At this time, there are no established student contacts.

Scenario 1: In-person learning for all students

TOPIC: Social Distancing and Minimizing Exposure (Barriers)

1. Staff and students will not be required to social distance. This was one of the options presented by the Minnesota Department of Education.
2. Wall posters will be used to educate, remind and as a point of reference.
3. Students will receive continuous education within their advisory time about social distancing and masking procedures. Staff will monitor the hallways during passing time to help encourage students to maintain the social distancing requirements.

TOPIC: Building Capacity

1. In the event that capacity is reached, staff will divide the group into two groups. One group will remain in the classroom while the other group will move to an alternative classroom. Another staff member will supervise students in the alternative classroom.

TOPIC: Transportation and School Entry/Exit

1. School administration will work with the contracted transportation company to make sure that masks are worn at all times while on the transportation vehicles.
2. Both the school and the transportation company will communicate route or vehicle changes to students and families.
3. Paraprofessional staff (50% minimum = 7) will monitor the lobby and loading zones before and after school so that students can make safe and appropriate transitions between their classroom and transportation vehicles.
4. Entry and exit points are divide by two doors for exit and two door entry. Staff monitor the entry and exit points at the beginning and end of the day. During the day, entry doors are locked and individual visitors are only allowed in after contact with the school office. Entry and exit doors have signage indicating the proper use.

TOPIC: Visitors, Volunteers and Activities

1. During the school day, visitors or volunteers will only be allowed if there is a contracted service provided to students or for facility maintenance and repairs. Office staff whenever possible will monitor visitors.

TOPIC: Food and Beverage Distribution

1. Hot lunches are free to all students at this time.
2. Meals and beverages will served individually by the kitchen staff. All bag lunches will be individually packed by kitchen staff.
3. The school nurse will communicate all food allergies to the kitchen staff. All accommodations will be made for in-person and distance learning students. Bags will be labeled with student

names to avoid all food allergy risk. New Century Academy continues to be a peanut and tree nut free school.

TOPIC: Face Coverings

1. School staff have developed procedures for face coverings that follow the MDH/MDE guidelines. School staff continuously educate students on how face coverings should be worn and what type of coverings are allowed based on the MDH/MDE guidelines. Students are instructed by teaching staff on appropriate mask break techniques. Students are given mask breaks during most class periods in which the students and staff go outside for their mask breaks. During weather events that don't allow going outside, students are allowed mask breaks within the building in larger common spaces where social distancing is more easily maintained.
2. Face coverings will be optional for students and staff during the school year 2021-2022 unless further direction from MDE/MDH changes and masks are required.
3. Distance learning is offered as an option for those who can get a medical exemption or identify living with an at-risk person. Bullying of students in regards to face coverings will not be tolerated and will be treated the same as other bullying situations.
4. The school received the supply of face coverings from MDE/MDH. The school also received a supply of face coverings for every student/staff from the local chamber of commerce. The school has purchased an additional 130 face shields as alternatives for staff/students. The school nurse will continue to monitor the supply and reorder face coverings when needed.
5. Staff reinforce all face covering by continuous education in their advisory classrooms. Staff remind students in the hallway during passing and free times, about the proper use of face coverings. Signage around the building also acts as a constant reminder as to the proper use and purpose of face coverings.
6. The school has emailed and posted on the website, guidance documents from MDE/MDH on the use of face coverings in school.

TOPIC: Delivering Direct Support Services

1. New Century Academy will follow all guidance on staff protective equipment provided by the Minnesota Department of Health when delivering direct support services.
2. The link to this guidance is included below and will be updated when new guidance is released.

<https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

TOPIC: Protecting Vulnerable Populations

1. Students/families and staff should contact the school nurse to identify as "high risk" for illness due to COVID-19. The nurse and administrative staff will use the guidance from the Center for Disease Control. The link to this specific information is included below.

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

2. All requests for alternative learning arrangements or work assignments will be considered. Those requests will be based on the needs of students and the status of learning model.

Students and families who request alternative learning environments because of an identified health risk will be given the option to distance learn regardless of the districts current model. Staff who request alternative working environments based on an identified health risk will be allowed to distance work as long as their assignment allows and their ability to service the student needs can be met. These requests must be made with the Director and Special Education Coordinator.

3. The School Nurse, Director and Special Education Coordinator or Case Manager will review all individual healthcare plans, IEP's and 504 plans to assess the need for amendments to be added to the existing plan. The school will identify students with high risk and develop a contingency plan to decrease the students' risk. One example would be a student who is not able to wear a mask because of a medical condition is able to work in a separate space through a virtual meeting with their teacher and peers. The student is given direct support from a para and that staff member wears protective equipment and maintains a clean environment for the student. Another example is a student with a heart condition is allowed to distance learn or hybrid learn. This plan will reduce the frequency of the student interacting with other students, thus reducing the exposure to COVID-19. Students and families, per executive order, are allowed to choose distance learning at any point in order to reduce risk.

Topic: Hygiene Practices

1. The school will supply hand sanitizer at the main entrance, in the office, nurses office and each individual classroom. The maintenance staff and teaching staff will be supplied with Qt-TB in every classroom and community spaces such as the cafeteria. This is a cleaning product with a 60 second dwell time for COVID-19.
2. The school is following the MDH recommendations for sanitary supplies and practices. The school uses two suppliers, Hillyard and Cintas.
3. Administrative staff will check supplies daily and teaching staff will communicate with office staff when supplies are low. Extra supplies will be ordered so that when the point of use is empty it can be quickly replaced.
4. The school nurse and teaching staff will instruct staff and student on good hygiene practices.
5. Daily and weekly reminders will be provided by teaching staff during advisory time. Resources will be sent out from the health office to students and families.
6. Students with a sensitivity to hand sanitizer will be given extra time when leaving and arriving to the classroom. This extra time is for the student to use the facilities where soap and water are available as an alternative for hand sanitation.
7. Sanitary practices are posted in community spaces and high traffic areas. These resources are designed to promote healthy behavior.

Topic: Cleaning and Materials Handling

1. All staff are responsible for handling antimicrobial products. Staff who identify with concerns or a desire to not use these products will be accommodated.
2. Administrative staff will educate staff individually. Staff will be responsible for maintaining their education in regards to the cleaning materials. Resources for cleaning supplies will be available in the maintenance office. Maintenance staff will review these material resources with staff on an as needed basis and when or if the product changes.

3. High touch surfaces need to be cleaned as frequently as possible in order to be effective in reducing the spread of COVID-19. The risks associated with the cleaning products is minimal and secondary to the school's efforts to reduce the spread of COVID-19. All precautions will be taken by staff when cleaning and students will be in classrooms when community spaces are cleaned and in community spaces when classrooms are routinely cleaned. Additional cleaning will occur after school.
4. The school has identified high traffic areas and rooms that are occupied most frequently. Outside people are not allowed in the building during school hours and any use of the facilities during non-school hours are followed up with routine environmental cleaning. The school's approach to routine cleaning during the day is sufficient to satisfy the frequency needed for effective cleaning.
5. Staff are expected to keep themselves up to date on the labels of any disinfectants they use. Maintenance and administrative staff are available to instruct and advise on a routine basis. All disinfectants will be kept away from children and only used by staff. Students will not participate in any cleaning practices.
6. Products are stored at the teacher's desk in the classroom and in the locked maintenance closets located on both sides of the building.
7. Doors to the classrooms are left open whenever possible to allow proper ventilation. The air exchange units are on constant to aide in proper ventilation.
8. We reference the EPA list of disinfectants and council with our local facilities vendors to insure the use of the proper supplies.
9. All antimicrobial products used within the school come from a certified vendor whose products are registered with the U.S. Environmental Protection Agency.
10. The nursing and administrative staff has reviewed all guidance on disinfection and alternative disinfection. The school has worked in close council with the facilities vendor to produce the best possible outcomes when using disinfecting products.
11. Each classroom has dedicated devices and supplies only used by that classroom. Devices and supplies may be disinfected between use.
12. School supplies and devices are not shared unless it is unavoidable. In the event that devices and supplies are shared, those items may be disinfected between use.
13. Students are allowed to use lockers if they feel it necessary. The storage of coats or winter items is the primary use.
14. Non-disposable food service items are handled by the food service staff only until handed off to each individual student. Food service staff where the appropriate protective equipment when serving these items. Each student then returns the items to a container that is handled by food service staff only. The food service staff takes these items to the commercial sanitizing dishwasher for cleaning.
15. Only food safe cleaning products are ordered and used when disinfecting food service items.
16. All porous materials and equipment have been removed from the building and placed into storage, sold or disposed of.

Topic: Monitoring and Excluding for Illness

1. The school educates staff, students and families about signs and symptoms of COVID-19 through email, mail, school website and in person during school hours or staff meetings. Each time that a

staff or student develops any symptom, the guidelines are reviewed with the staff, student or family. A decision tree has been provided by our local county nurse and the department of health.

2. The school communicates the requirements to stay home if symptomatic, exposed or positive for COVID-19 through phone, email and in print.
3. The school works with the county nurse and the regional response team to follow the COVID-19 Decision Tree. This process is then shared with students, families and staff who develop symptoms, are exposed or test positive for COVID-19.
4. The contracted bus company conducts symptom screening before students are picked up and transported to the school building. Staff remind students that are in the building of the signs and symptoms of COVID-19 and instruct students to report to the nurse if they feel they are symptomatic. Symptom charts are displayed at the entrance of the building. The recommendation from the CDC and Department of Health has been to not conduct routine temperature checks on individuals entering the building. The school does conduct temperature checks before each lunch period as students socially distance in the lunch line.
5. The school educates staff, students and families about the importance of staying home if ill through postings on the website, materials posted in the building and through routine parent email updates.
6. The school makes every attempt to verify that families have access to proper medical supplies, including thermometers. The school acknowledges the challenges of relying on proper use of those medical supplies by parents. If families are discovered to not have adequate medical supplies, then the school will supply what is needed or offer daily temperature checks to be done at school. The school is implementing a routine temperature check during the lunch period for all students on a daily basis.
7. The school uses the student record system (JMC) to remind parents and staff about the importance of daily symptom checks through email and text.
8. The school communicates the expectations and processes for symptom screening through the student record system (JMC). The school contracted transportation service also provides reminders.
9. Students or staff who arrive with symptoms or do not pass a screening are referred immediately to the isolation room for monitoring and dismissal. Staff are instructed to go home and parents are called to pick up if it is a student. The nurse will monitor the students until the parents arrive. Instructions about COVID-19 symptoms, testing and stay at home are given to the parents before the student is taken home. The nurse continues contact with parents on the progress of their student.
10. Every attempt will be made to hire replacement staff or hire substitute staff when a staff member is on sick leave. In the event that additional staff can't be hired, staff within the building will work together to cover.
11. The school has considered conducting daily temperature screenings for all people entering the facility. However, at this time, the school has chosen to follow the guidance given by the CDC and MDH not to conduct temperature screenings.
12. The school will maintain the existing policies for illness amongst staff. The decision tree will be followed by administration and nursing staff when requiring staff to stay home. Emergency Paid Sick Leave has been added to the procedures for staff excused absences. All staff are required to

wear masks, shields or both. School staff will follow sanitizing expectations listed in previous areas of this document.

Topic: Handling Suspected or Confirmed Positive Cases of COVID-19

1. Samantha Bernardy (School Nurse) is the point of contact for the school. Jason Becker (Director) is also part of the team along with Jennifer Smith (County Nurse).
2. Contact information for the point of contact is located on the school website and communicated to MDE, MDH and the county team.
3. Staff and families should report to the school nurse if they or a family member experiences COVID-19 symptoms, receive a positive test or have had exposure. This report and information will be kept in the health office.
4. Two signs have been placed at the front entrance to the school that instruct people who have been symptomatic not to enter the building. Students who develop symptoms and arrive at school are instructed to report to the school nurse.
5. The school nurse, county nurse and administration will be part of every decision to allow a student or staff member back to school following illness or COVID-19 testing. Consultation with our MDH Regional Support Team and the MDH COVID-19 Decision Tree will guide all decisions about return to school.
6. Room 153 is the dedicated space directly across from the nurses office and located in the administrative part of the building.
7. Room 153 is approximately 144 square feet of space. This square footage allows for 4-6 people to socially distance while occupying the room.
8. The nurse and/or maintenance staff will sanitize Room 153 after and between all use. All hard surfaces will be sanitized using the appropriate solutions.
9. Room 153 is isolated from the rest of the building as it is located in the administrative wing of the building. The door to Room 153 will remain open and in clear site of the nurses office while occupied. The nurse will be the only staff allowed to enter Room 153 while occupied. When entering, the nurse will wear a surgical grade mask and gown. When exiting the building, the nurse will escort the student to the exit.
10. The school nurse will have clear site of Room 153 and will wear a surgical mask when entering the room. The student will be required to wear a surgical mask while in the isolation room. This room is in clear site of the administrative director's office as well. The director will provide additional supervision of this process.
11. The county nurse will review the process of caring for students in isolation. This includes the process of removing a surgical mask if the student become unconscious or is unable to wear the mask due to developmental, medical or behavioral health needs.
12. Contracted medical transportation services are available and will be used to transport students if needed. If the need is emergent, ambulance services will be used.
13. The school nurse will notify MDH of a confirmed COVID-19 case among students and staff through the MDH Inbox at health.schoolcc.followup@state.mn.us
14. Staff, families and the public will be notified of a close contact or positive COVID-19 test through email and the website. All personal information will be kept confidential and this system will only be used as a notification method.

15. Students who cannot be physically present due to an illness will have the opportunity to stay engaged through google meet, google classroom and/or phone. The schedule is consistent for in-person and distance learners and devices are supplied for all if needed. If students are unable to engage in the google meet and require print materials, the request can be made in the school office and print materials will be provided.

Topic: Water and Ventilation Systems

1. All manual, push button drinking fountains have been disabled. Water bottle filling stations will still be made available for use. Maintenance staff will clean the water bottle filling station daily.
2. Water fountains are not in use and are disabled. Water bottles have always been recommended and continue to be encourage through in-person and email communication.
3. Ventilation systems, including air exchangers, are checked annually to ensure proper air quality. Certified technicians are used from a local HVAC contractor for service.
4. The building does not have an windows that open and close.
5. Portable ventilation equipment is not used in the building. In the case of a maintenance issue where portable ventilation needs to be used, the maintenance staff will only conduct this operation during non-school hours of operation.

Topic: Transportation

1. Administration will work closely with the school's contracted transportation service director to ensure as much space is maintained between riders as possible. The transportation company will do routine checks and report back to administration. When necessary, administration will perform a random audit of services by observing or riding the transportation vehicle.
2. The transportation company will advise and inform the school of any students who refuse to wear a face covering. However, because the school is not allowed to take any disciplinary action against the students or refuse transportation services, education on the reason for wearing a face covering will continue to be implemented and recommended.
3. The transportation company will keep a supply of extra face coverings on all vehicles for students who forget to bring a face covering.
4. Whenever possible, spaces within all transportation vehicles will be identified for 6 feet of social distancing. Students will be expected to maintain these indicated spaces.
5. The transportation company will disinfect all inside surfaces each day after route completion.
6. Administration will work closely with the contracted transportation services director to ensure that good sanitary practices are followed when cleaning transportation vehicles including leaving windows open while disinfecting to allow proper ventilation and drying.
7. The transportation company will advise the school as to the selected screening protocol used for persons entering transportation vehicles.
8. Parents must contact the school office or school nurse through phone or email to notify of their child staying home due to COVID-19 symptoms or exposure.

9. The school communicates to parents through email and the website that students should not use group transportation during the school day if symptoms develop.
10. Students will be pick up by their parents if they develop symptoms during the day. If the student is unable to be picked up, the school will either monitor in the isolation room or arrange medical transport home from the contracted transportation company.
11. The transportation company director will communicate to the school administration if a driver develops COVID-19 symptoms and is unable to drive. The school will check to ensure the driver is not driving at the drop off or pick up times at the school.
12. Hand sanitizer is provided on all transportation vehicles.
13. Social distancing is maintained whenever possible on transport vehicles. There will be no assigned seating required unless the transportation company deems it necessary.
14. If the driver feels that air circulation is an issue, a window at the front and the back of the vehicle may be opened.

Topic: Support Mental Health and Wellness

1. Resources from the Minnesota Department of Education, Minnesota Department of Health, McLeod County and the CDC will be shared with families, students and staff on an ongoing basis. The school will provide these resources through the school website, email and print. Weekly updates from MDE/MDH are shared with families when appropriate and relevant.
2. The school has employed and allowed volunteer mental health support staff. We currently employ one full time staff member in this capacity and host three volunteer professionals from local county or private mental health organizations. These individuals are available during the school day to families, students and staff on an as needed basis.
3. Students and families who already receive mental health support both in school and out of school will continue to receive this support on a scheduled basis. Educators also make themselves available to students at any time during the school day. Support and administrative staff work together with teachers to cover classes when a teacher is engaged in supporting a student or family.

Scenario 2: Hybrid model with strict social distancing and capacity limits

All information described in Scenario 1 is applicable in Scenario 2 with the following additions or adjustments.

Topic: Social Distancing and Minimizing Exposure

1. The school has determined capacity limits for each classroom and alternate spaces according to the guidance given by the Department of Health and the State Fire Marshal's office. These occupancy loads are communicated to all classroom teachers and are posted in each room in the building. When capacity limits have been reached in any given space, a secondary space will be used for the remainder of the group. The secondary room will be occupied by students and supervised by staff. In a learning situation, the students in the secondary classroom will connect with the primary classroom through a google meet.
2. Students who need food and/or materials when they are not in the building can contact the school to arrange a pick-up time. Standard daily pick-up time for food will be between 9:00 am and 11:00 am or 1:00 pm and 3:00 pm. Material pick-up for the next week will be available on Fridays by appointment. Alternate days may be arranged for pick-up by calling the school office.

3. New Century Academy is a school for 6-12 grades. Therefore, students in these grades do not need school-age care. Should the need arise, the school is ready to provide staff before or after school. As provided in the Governor's Executive Orders and guidance from MDE/MDH, critical care workers should be able to find school-age care in their home district or at their child's attending school. If this is not available, the school is prepared to offer the service if all efforts to receive care from the appropriate districts have been exhausted.

Topic: Transportation

1. School bus routes are adjusted to maintain 50% capacity whenever possible. If additional transport vehicles are needed, the school will work with the contracted transportation company to deploy more vehicles.
2. The school will work with the contracted transportation company to, at a minimum, alternate seating on any vehicle when 6' social distancing is not possible.
3. At this time the school has not needed to deploy more transportation vehicles to allow for more space between riders. Transportation routes have been modified to accomplish this goal.

Scenario 3: Distance Learning Only

All information described in Scenario 1 and 2 are applicable in Scenario 3 with the following additions or adjustments.

Topic: Social Distancing and Minimizing Exposure

1. Students who need food and/or materials when they are not in the building can contact the school to arrange a pick-up time. Standard daily pick-up time for food will be between 9:00 am and 11:00 am or 1:00 pm and 3:00 pm. Material pick-up for the next week will be available on Fridays by appointment. Alternate days may be arranged for pick-up by calling the school office.
2. New Century Academy is a school for 6-12 grades. Therefore, students in these grades do not need school-age care. Should the need arise, the school is ready to provide staff before or after school. As provided in the Governor's Executive Orders and guidance from MDE/MDH, critical care workers should be able to find school-age care in their home district or at their child's attending school. If this is not available, the school is prepared to offer the service if all efforts to receive care from the appropriate districts have been exhausted.