### Option One: Hybrid Model

| What will the hybrid model look like? | In-person Learning at School  
Students will go to school for in-person learning one day a week to start off with.  
Students will be split into two cohorts/groups. Half will be assigned to cohort A. Half will be assigned to cohort B. So, on a given day, classrooms will be at a maximum of 50% capacity based on the current enrollment. Note: We will try to place students from the same family in the same cohort.  
Cohort A will go to school on Mondays. Cohort B will go to school on Thursdays. Since school starts on Tuesday, September 8, only for the first week of school, Cohort A will go to school on Tuesday instead of Monday.  
Distance Learning  
The other four days of the school week will be distance learning. |
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Can families select to do full-time distance learning rather than this plan?</td>
<td>Yes they can. Students are not required to do in-person learning at school.</td>
</tr>
<tr>
<td>Why would students be in-person for only one day a week?</td>
<td>It gives us more time for thorough cleaning and sanitation, air exchange/ventilation, and washing masks and/or scrubs.</td>
</tr>
<tr>
<td>Could this plan change?</td>
<td>Yes. Our plans could change as we continue to evaluate the situation. For instance, if there are more positive outbreaks at school or in the community, we may need to switch to full-time distance learning. However, if the situation is getting better, we may increase to 2 days a week in-person.</td>
</tr>
<tr>
<td>Do children and teachers have to follow a schedule both in-person and online?</td>
<td>All teachers and students must follow the school provided schedule whether in-person or online. Schedules are still in the process of being created. As always, if a family/student has special circumstances, we will work with them and try to be accommodating while also providing a quality education.</td>
</tr>
<tr>
<td>Will students have an advisor to check in with?</td>
<td>Yes they will. All licensed teachers will be assigned to serve as an advisor for a smaller group of students (Draft at end of this document). The advisor will help with follow-up support for students who are missing assignments or not showing up online. And of course, homeroom teachers, subject teachers, special education teachers, English Learner teachers and other support staff will also be available.</td>
</tr>
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<td>---</td>
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</tr>
</tbody>
</table>
| What Personal Protective Equipment will the school provide for each classroom? | ● All staff and students will receive a school face shield. All staff and students are expected to bring their own masks. The office will have emergency disposable masks.  
● All classes will have plexi glass dividers for student tables.  
● Two fans and door stops will be provided for each classroom to help with ventilation and air flow.  
● Note: All classroom windows will remain open |

---

### I. Expectations for All Staff

**I.A. Staff: When In-person / At school**

*Teachers, DO NOT come to school unless you are teaching a class in-person.*

| Before coming to school | 1. Make sure you have two masks with you.  
2. Check how you are feeling.  
   ○ If you are experiencing any COVID-like symptoms (list at end of this doc), notify the office/admin of your symptoms and get tested as soon as possible. |
| --- | --- |
| When arriving to campus | 1. Put your mask on before entering the building.  
2. Use hand sanitizer before entering the building, or wash your hands upon entry. |
| When inside the building | Always:  
● Have your face mask and/or face shield on. (The school will provide you with a face shield.)  
● Remain at least 6 feet apart from others.  
● Follow safety posters and floor markings.  
● Leave classroom doors and windows open during the school day for better air flow/circulation. Avoid touching door handles.  
Throughout the day:  
● Wash your hands often and thoroughly.  
● Clean surfaces (i.e. tables, chairs, door handles, etc) often.  
● Monitor how you feel. If you start to experience any COVID-like |
symptoms, notify the office/admin of your symptoms and go home and get tested as soon as possible. You will get paid for this day without having to use a sick day.

- Check in with your advisor group when necessary.

Making copies:
- Pick up copies before school, during your prep, and after school.
- Do NOT send students to pick up copies.
- Only one teacher is allowed in the copy room at a time.
- Wash your hands prior to entering the copy room.
- Go paperless as much as possible.

Specific Guidelines for Classroom Teachers:
- Teachers must schedule a brain break (3-5 minutes) during each class/subject throughout the day. Brain breaks are in addition to recess and outdoor time - which will be scheduled for ALL students.
- Encourage hand washing breaks. Have at least 3 of these daily.
- Proceed with daily lessons. Make sure to record and live stream all whole class lessons for students at home.
- Use online resources as much as possible.
- Manipulatives may be used. Must follow student expectations below regarding cleaning.
- Establish routines and expectations outlined in the student expectation section below.
- PreK-5 homeroom teachers may stay or leave the room as needed during their prep time.
- MS/HS teachers will move around to different classrooms rather than students. These teachers need to bring their own laptops with them from room to room, and hook it up to the Smartboard as needed. If you need a cart, please ask Dr. Tipka.
- If lunch will be in the cafeteria/auditorium (not yet finalized), bring students down to the cafeteria or auditorium while following social distancing rules and wearing masks. Once students are ready to eat, then they may take off their masks.

Specific Guidelines for Support Staff:
- All support services must follow their guiding plans for services and maintain mandatory requirements. If you need a cart, please ask Dr. Tipka.
- Specifics:
  - EAs and support staff can either push in or pull out.
  - EL will push in.
  - Specialists will either push in or hold classes outside.
  - SPED will follow IEP/504 plans.

For Student Dismissal:
- Have students leave face shields at their desk and make sure to take
a walkie talkie with you.

<table>
<thead>
<tr>
<th>When leaving to go home</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Leave windows and doors open overnight.</td>
</tr>
<tr>
<td>2. Wash your hands so that you don’t take germs home with you.</td>
</tr>
<tr>
<td>3. Clean surfaces (such as tables and chairs) one last time.</td>
</tr>
</tbody>
</table>

| I.B. Staff: When Distance Learning / At Home Teachers, STAY HOME unless you will be teaching a class in-person. |
| Work Space & Hours                                                                       |
| ● Prior to beginning work, take care of yourself and notify the admin of your absence in a timely manner if you are feeling sick. |
| ● You are required to work from 8:00-4:00.                                              |
| ● Designate a teaching space, gather all necessary teaching materials, and get ready for the day. The school will provide an additional monitor if you would like one. |
| ● Be readily available for students and parents to answer any questions they have, except during your lunch and prep times. Try to answer students’ and parents’ questions within 24 hours. |
| ● During your prep, take a screen break, plan lessons, grade students’ work, check and reply to emails. |
| ● Throughout the day, continue to check in with your advisor group, when necessary.     |
| ● Throughout the day, continue to monitor how you are feeling. If you start to experience any COVID-like symptoms, notify the office/admin of your symptoms and get tested as soon as possible. You will get paid for this day without having to use a sick day. |
| ● Teachers do NOT need to respond to any students, parents, and teachers’ calls/texts/emails after work hours, unless they choose to. But you should reply the next day/within 24 hours. |
| ● After the work day, take care of yourself. And remember to notify the office staff if you are not feeling well. |

| Morning Procedures                                                                      |
| ● Hold daily morning meetings.                                                          |
| ● Add the link to your morning meeting Google Meet to the “Master-MeetingLinks” google sheet on the shared drive (Sejong General > 2020-21). Keep the same link throughout the year! (Send meeting links to Dr. Tipka and Mrs. Cho.) |
| ● Take attendance by the end of the day. (This year we are hoping to use Schoology instead of Synergy for attendance.) |
| ● Notify the office of any student absences.                                            |

| What if you want to come into the building?                                             |
| ● If you don’t have an in-person class, try not to come into the building. However, you can come into the building if you need to (i.e. getting something from your room, making copies, etc). |
| ● Before you come in, notify the office staff that you are coming in.                   |
- Before and after using the copier, wash your hands.

| **Posting Your Schedule & Homework** | - Teachers: **Communicate all distance learning and/or hybrid expectations** to students and parents **before the first day of school.**  
- Even if you are at home, you still have to follow the schedule that the school provided for you. Make sure to update and post your daily/weekly schedules for your students to see, as needed. Any schedule changes must be approved by Dr. Tipka and Mrs. Cho.  
- Update and post daily/weekly classwork and homework online (grades 4-10: Schoology, PreK-3 may use Google Classroom or Schoology. But all grades must be kept in Schoology).  
- Homework Policy: **Teams should decide during planning week how much homework is required**, but homework should be limited during Distance Learning.  
  ○ PreK-2:  
  ○ 3-5:  
  ○ MS/HS: |

| **Live Lessons/Meetings** | - Send all daily live lesson days/times along with a link to Dr. Tipka and Mrs. Cho. (Add the links to the “Master-MeetingLinks” google sheet on the shared drive (Sejong General > 2020-21)  
- Keep the days/times and links consistent for easy access.  
- Record and post all live meetings and lessons online for later access.  
- All grade level teachers must meet all classes **LIVE** everyday, following the daily schedule for every class/subject. |

| **Learning Platforms** | This is to be determined by grade level teams. Try to be consistent as grade level teams and across support staff and specialists. Send all links and invites to Dr. Tipka and Mrs. Cho.  

PreK-2:  
- Google Meet  
- Seesaw?  
- Google Classroom?  

3-5:  
- Google Meet  
- Seesaw?  
- Google Classroom?  

MS/HS:  
- Google Meet  
- Seesaw?  
- Schoology

EL:  
ADSIS:  
Specialists: |
| Support Services | Support services can be either push in or pull out services. All support services must follow their guiding plans for services and maintain mandatory requirements.  
**SPED:** SPED will follow IEP/504 plans.  
**ADSI:** ADSIS will work in small groups online.  
**EL:** EL will work in small groups online.  
**Reading Corps:** Reading Corps will work in small groups online. |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Specials</td>
<td>Specials will be pushed in online. Supervision will be provided by the EAs and office staff. Homeroom teachers can choose to stay or leave.</td>
</tr>
<tr>
<td>End of Day Procedures</td>
<td></td>
</tr>
</tbody>
</table>
- Hold end of day check out meetings each day.  
- Teachers should review confusing concepts and students can ask questions about their work. |
| Grading Policy | This is to be determined by the school board and administration.  
**PreK-2:**  
**3-5:**  
**MS/HS:** |

### I.C. Staff: COVID Leave Policy

<table>
<thead>
<tr>
<th>FFCRA</th>
<th>Families First Coronavirus Response Act: <a href="https://www.dol.gov/agencies/whd/ffcra">https://www.dol.gov/agencies/whd/ffcra</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Every Teacher Must Have Emergency Lesson Plans</td>
<td></td>
</tr>
</tbody>
</table>
- Each teacher is required to have at least a week of lesson plans in case you cannot work due to COVID-related symptoms. Send these to Dr. Tipka and Mrs. Cho.  
- These are **DUE SEPTEMBER 4TH**!  
- Always having a week of lesson plans planned out ahead of time is recommended. The format can be whatever teachers choose. Make sure to include a variety of activities. |
| Underlying health conditions and/or health concerns | If teachers have any underlying health conditions and/or have concerns about working during COVID, they need to request a meeting with the Personnel Committee to discuss options and concerns that are available to them. |
| Once you have symptoms... |  
1. Notify the office/admin of your symptoms.  
2. Go home (if you are not already) and get tested as soon as possible. You will get paid for this day without having to use a sick day. If you choose not to get tested, you will have to use sick days, and you will... |
<table>
<thead>
<tr>
<th><strong>COVID Breakout Plan</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>● If a staff member who has been in school has a positive COVID-19 test result, the school and ICT will consult with the Minnesota Department of Health (MDH) and follow their recommendations.</td>
</tr>
<tr>
<td>● As guided by MDH, staff and families (class or school-wide) will be informed via Schoology, letters, phone calls, etc.</td>
</tr>
<tr>
<td>● No names of staff will be released regarding symptoms or COVID cases.</td>
</tr>
<tr>
<td>● At what point will a class/ the school close due to positive staff cases? This will be determined in consultation with MDH.</td>
</tr>
<tr>
<td>● If a class or the school moves from hybrid to 100% Distance Learning, there will be no off-days during such a transition.</td>
</tr>
</tbody>
</table>

### II. Expectations for Students & Families

#### II.A. Students: In-person / At school

<table>
<thead>
<tr>
<th><strong>Before coming to school</strong></th>
<th><strong>Don’t Forget Masks!</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>● Parents and guardians must ensure students have masks. Reusable masks should be labeled with the child’s initials. Each student should also bring an extra mask to school in case their other one breaks or gets dirty. Make sure to wash masks in between use.</td>
<td></td>
</tr>
<tr>
<td>● In addition to this, the school will provide one face shield to all staff and students, and if needed, the school office has some emergency disposable masks.</td>
<td></td>
</tr>
</tbody>
</table>
Check Your Child’s Temperature!
- Do daily temperature checks without any fever reducers (medicine). If there’s a fever of 100.4 F and above, keep the child home and notify the school and teacher via phone call and email.

Don’t Forget to Pack:
- Your own classroom supplies (no sharing this year)
- Your own water bottle
- Your school-assigned device (iPad/Chromebook) – **Parents, make sure students charge the device every night and disinfect it before bringing it to school!**

<table>
<thead>
<tr>
<th>School Bus Procedures</th>
<th>While you are waiting for the bus:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Have your mask on and remain 6 feet apart from others.</td>
</tr>
</tbody>
</table>

Riding the bus:
- A temperature check performed by the bus driver is required, prior to boarding the bus. If a student has a temperature of 100.4 or higher, they will not be allowed on the bus.
- Students will be loaded from the back to front and unload from front to back.
- Students will have assigned seats to avoid cross contamination. Siblings and students who live in the same household can sit together.
- Students must abide by the following rules:
  - Masks are required 100% of the time on the bus.
  - As much as possible, students should avoid touching any surfaces - including rails, seats, windows, etc.
  - Students must stay seated in their assigned seat during the entire bus ride.
  - Students are to limit talking as much as possible.
  - Student bus patrols should reinforce safety rules while on the bus and report any problems to the office.
  - If students do not follow these rules, they may lose bus privileges.

Additional safety procedures:
- Windows and roof hatches will be open (weather permitting) for air circulation.
- Buses will be disinfected between each trip.

<table>
<thead>
<tr>
<th>When students arrive</th>
<th>Teachers/Staff will establish the following routines and expectations:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students will stay seated in the bus until their bus is called to line-up (6-feet apart) in front of the building.</td>
</tr>
<tr>
<td></td>
<td>Drop-off students must also wait in line (6 feet apart and with a mask). Parents are to stay in their cars.</td>
</tr>
</tbody>
</table>
- Staff will use safe disinfecting wipes and/or electrostatic sprayer to sanitize backpacks.
- Staff will take student’s temperature before a student may enter the building. There will be two staff at each entrance.
  - If a student has a temperature of 100.4 or above or other COVID symptoms, they will be sent to the separation room and wait there with adult supervision until they can be picked up.
- Staff will encourage students to wash hands and/or use hand sanitizer before entering the classroom. Staff will also encourage students to sanitize their materials from home and their school-provided device.
- Students will be asked to complete a short survey daily when they are on campus. This data will be collected and analyzed anonymously to better understand the COVID rates in our school community.
- No lockers will be used.
- Don’t forget about social distancing! Everyone should follow the social distancing stickers on the floors.

<table>
<thead>
<tr>
<th>Breakfast &amp; Lunch Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers/Staff will establish the following routines and expectations:</td>
</tr>
<tr>
<td>- Breakfast and lunch will be served in the cafeteria and auditorium, spread out with plexi dividers OR in classrooms (final decision has not been made).</td>
</tr>
<tr>
<td>- Meals will be served by the kitchen staff.</td>
</tr>
<tr>
<td>If meals will be in classrooms:</td>
</tr>
<tr>
<td>- Meals will be brought to the classroom.</td>
</tr>
<tr>
<td>- Students will wash hands or use hand sanitizer before each meal.</td>
</tr>
<tr>
<td>- Masks may be removed only during eating time.</td>
</tr>
<tr>
<td>If meals will be in the cafeteria and auditorium:</td>
</tr>
<tr>
<td>- Breakfast: Students will go directly from the bus to their assigned seat either in the cafeteria or auditorium (after arrival procedures: sanitation and temperature check.)</td>
</tr>
<tr>
<td>- Students will wash hands or use hand sanitizer prior to eating.</td>
</tr>
<tr>
<td>- Students may take off masks ONLY during eating time. When students are finished eating, they will put their mask on before leaving their assigned seat.</td>
</tr>
<tr>
<td>- Students will go directly to their classroom after breakfast. Staff will monitor the hallways.</td>
</tr>
<tr>
<td>- Lunch: Teachers will bring students down to the cafeteria and auditorium with social distancing and with masks on until seated and ready to eat lunch.</td>
</tr>
<tr>
<td>- Students are required to put on masks as soon as they are done eating, prior to moving from their assigned seat.</td>
</tr>
<tr>
<td>- Each seat will be sanitized between each use, utilizing a marking system.</td>
</tr>
</tbody>
</table>
- Student devices cannot be used during meal times and will be left in the classroom during the school day.

| Classroom Routines & Expectations | Teachers will establish the following routines and expectations:  
- Students will keep their backpacks under/behind their chairs.  
- Students must remain at their desk unless otherwise directed by an adult.  
- Students must not touch the plexi dividers unless it is cleaning time.  
- Students are to use only their own supplies. No sharing. Emergency supplies will be provided by the teacher.  
- If manipulatives are used, must clean hands before and after use. Must also clean manipulatives.  
- Students must bring their own water bottles. They can only use the drinking fountain for refilling their water bottles. Students must take their water bottle home each day to wash it. The office will have some emergency disposable water bottles.  
- All students/families will sign a contract to get an assigned device (iPad/Chromebook). Students should bring this device to school and use it only when a teacher says so.  

For the safety of students and staff, if anyone does not follow procedures, they will lose in-person school privileges.  

| In the hallway | Teachers will establish the following routines and expectations:  
- Always stay 6ft apart.  
- Follow floor stickers.  
- Keep masks on.  
- Keep hands to self.  
- Limit unnecessary talking.  
- Do NOT touch any surfaces.  

| Bathroom Expectations | Teachers will establish the following routines and expectations:  
- Only two students in the bathroom at a time.  
- If there are two students in the bathroom, students must wait in line 6 feet apart  
- Students may only use the bathroom with adult permission  
- Thorough hand washing is a must.  
- We will not use traditional bathroom passes this year.  

| Mask Breaks | Teachers will establish the following routines and expectations:  
- **PreK-5th**: Classes will have 2-3 mask breaks outside (weather permitting) - during recess and other times as assigned. Non-recess mask breaks will be a maximum of 10 minutes each.  
- **MS/HS**: Grades 6-10 will have 2-3 scheduled mask breaks outside (weather permitting). Maximum 7 minutes each. This will be a quick walk up and down the block. Masks should be worn until students
are outside. Once outdoors, students may remove their masks when the teacher says so.

| Recess                                                                 | Teachers will establish the following routines and expectations:  
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>● PreK-5 students are encouraged to spend time outdoors by the grass area or the courtyard (as assigned) - during scheduled times.</td>
</tr>
<tr>
<td></td>
<td>● Masks should be worn until the recess area is reached. Once outdoors, students may remove their masks when the teacher says so.</td>
</tr>
<tr>
<td></td>
<td>● All classes, grades preK-10, will have scheduled recess or outdoor time - as to limit the number of students outdoor at one time. We do not want our playground or courtyard overcrowded.</td>
</tr>
<tr>
<td></td>
<td>● Teachers will also establish indoor recess routines for days when weather does not permit outdoor recess.</td>
</tr>
</tbody>
</table>

| What if a student starts to feel sick during the day?                  | ● The student should tell their teacher immediately.  
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>● The student will be taken to the designated separation area and supervised until family pick up. The separation area location is to be determined.</td>
</tr>
</tbody>
</table>
|                                                                        | ● Transportation:  
|                                                                        |   ○ If parents can not pick up the child right away, the school’s bus company will provide transportation.  
|                                                                        |   ○ If you are able to pick your child up, do so and get them tested right away.  
|                                                                        |   ○ If families request the school to assist with transportation to and from the testing center, we will help. |

| Dismissal                                                              | Teachers/Staff will establish the following routines and expectations:  
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|                                                                        | (All students will take off face shields and leave them at their desk prior to leaving the classroom)  
|                                                                        | Option 1: Highly Recommended  
|                                                                        |   ● Dismiss students by bus and van #s over the walkie as the vehicle arrives.  
|                                                                        |   ● Students are to wait for their bus/van #s to be called in their assigned seats.  
|                                                                        |   ● Person in charge of the bus dismissal will announce the bus/van #s.  
|                                                                        |   ● Students walk to their bus keeping 6 feet social distance between other people.  
|                                                                        |   ● Hallway and bus monitors make sure students are social distancing and heading toward the correct bus.  
|                                                                        | Option 2: Safe but Time Consuming  
|                                                                        |   ● Students remain in the classroom.  
|                                                                        |   ● Dismissal will be scheduled at 1-2 minute intervals and teachers will walk students to the bus.  
|                                                                        |   ● Teachers will have to be prompt to avoid congestion in the hallways. |
- Set up an alarm on your phone and/or Smartboards.
- An office staff will announce each class for dismissal.

- PreK: Leave at 2:30pm.
- Kindergarten: Load students 5 minutes early.
- Parent pick up: Students will go to EL/ADSIS room.
- There is no PM Childcare at this time.

| PM Parent Pick Up | School staff can only wait until 3:45 pm (M-Th) and until 2:45 pm on Fridays.  
|                  | Parents/guardians will be charged $1.00 per minute late.  

| Are visitors ever allowed? | Visitors are allowed on a case-by-case basis and should call the main office first. Visitors are encouraged to limit school visits during COVID-19 crisis as much as possible.  
|                           | All visitors will have their temperature checked before being allowed in the building. Once in the building, visitors are to wash hands and/or use hand sanitizers provided by the office.  
|                           | We are NOT allowing outside volunteers at this time.  

**II.B. Students: When Distance Learning / At Home**

| A note to Parents and Guardians | Please avoid family activities during school hours: 9:00am-3:30pm.  
|                                | Know that students are expected to attend all LIVE meetings/sessions and complete schoolwork during this time.  
|                                | As always, we can work with particular family circumstances, but parents must contact their teacher or the main office.  

| What will a distance learning day look like? | Your school day is from 9:00am to 3:30pm.  
|                                               | Students will gather up all necessary learning materials ready to actively participate in the learning activities. You must attend all LIVE meetings/sessions and complete schoolwork.  
|                                               | There will be daily morning meetings. Attendance will be taken.  
|                                               | Each teacher’s schedule and homework will be posted online for you to view.  
|                                               | Specials (art, PE, music, choir, taekwondo) will be online too.  
|                                               | There will be an end of day check out meeting each day. During this meeting, teachers will review confusing concepts and students can ask questions about their work.  
|                                               | A homework policy and grading policy will be decided at a later date by the administration.  
|                                               | You will have a teacher assigned to be your advisor. This advisor will check in on you to make sure you are doing your work and turning in assignments. If you are having difficulty, you may speak with your teacher, advisor, the counselor or office staff.  

### What learning platforms will be used?

This is to be determined by grade level teams and across support staff. Teams will try their best to be consistent.

**PreK-2:**
- Google Meet
- Seesaw?
- Google Classroom?

**3-5:**
- Google Meet
- Seesaw?
- Google Classroom?

**MS/HS:**
- Google Meet
- Seesaw?
- Google Classroom?
- Schoology?

**EL:**

**ADSIS:**

**Specialists:**

### Support Services will still be offered

- **SPED:** SPED will follow IEP/504 plans.
- **ADSIS:** ADSIS will work in small groups online.
- **EL:** EL will work in small groups online.
- **Reading Corps:** Reading Corps will work in small groups either online and/or in-person.
- This year we have a full-time school counselor, Ms. Love. Distance learning is tough on everyone. If you are having difficulties and need someone to talk to, please reach out to Ms. Love, teacher or other staff member.

### II.C. Students: COVID Leave Policy

#### Once you have symptoms...

1. Notify your teacher and the office of your symptoms.
2. You (and all siblings at the school) will be sent home (if you are not already). We encourage you to get tested as soon as possible.
3. Wait for your test result to come back. Meanwhile, check the learning platform and complete schoolwork if you are feeling well enough to do so.

Note: the school will also reference the MDH decision tree: [https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)

#### My test came back negative

You will have to show your negative test result to the school. Then you will be allowed to come back as soon as you feel better. If you are able, check the learning platform and complete schoolwork.
My test came back positive

If positive, send the result to the office. You will have to quarantine/stay home for 14 consecutive days without symptoms. If you are able, check the learning platform and complete schoolwork. Siblings will also be asked to stay home for 14 days.

I didn’t get tested

If you do not get tested, you will have to quarantine/stay home for 14 consecutive days symptom-free before you are allowed to return to school. If you are able, check the learning platform and complete schoolwork. Siblings will also be asked to stay home for 14 days.

COVID Breakout Plan

- If a student who has been in school has a positive COVID-19 test result, the school and ICT will consult with the Minnesota Department of Health (MDH) and follow their recommendations.
- As guided by MDH, staff and families (class or school-wide) will be informed via Schoology, letters, phone calls, etc.
- No names of students will be released regarding symptoms or COVID cases.
- If it is determined to move to 100% DL during the school day, the school will call the bus company for earliest dismissal possible and inform pickup parents.
- If a class or the entire school moves from hybrid to 100% Distance Learning, there will be no off-days during such a transition.
- At what point will a class/ the school close/move to 100% distance learning due to a positive COVID test result of someone who has been in the building? The school and ICT will determine this in consultation with MDH.

III. Services Provided This School Year

AM Childcare

We will not provide AM childcare until further notice.

In the event we can offer AM childcare, we’ll implement these procedures:

- Before school AM childcare begins at 7:30 am daily. Children will not be allowed in the building prior to 7:30.
- Parents should drop off without entering the building unless there is a special circumstance.
- Temperature will be taken at the door.
- AM childcare students would wait in the designated area in EL/ADSIS room.
- All students will have to follow all safety procedures in place by the staff or could possibly lose the AM childcare privilege.
- There is still no cost for AM childcare.
<table>
<thead>
<tr>
<th><strong>PM Childcare</strong></th>
<th><strong>There is no PM Childcare at this time.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emergency Worker Childcare</strong></td>
<td>- Students go to their classroom starting at 8:30 am.</td>
</tr>
<tr>
<td></td>
<td>- There is no PM Childcare at this time.</td>
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<tr>
<td></td>
<td>- Parents and families will be surveyed to see if there is any need for essential worker childcare.</td>
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<td></td>
<td>- Depending on the number of requests, COVID specific EAs will provide care and monitor distance learning.</td>
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<tr>
<td><strong>COVID EAs &amp; Duties</strong></td>
<td>- There will be 3 COVID EAs.</td>
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<td></td>
<td>- Their top priority will be assisting with all COVID specific safety precautions.</td>
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<td></td>
<td>- Duties will include but are not limited to:</td>
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<tr>
<td></td>
<td>- temperature checks in the morning and throughout the day</td>
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<tr>
<td></td>
<td>- assisting in the classroom with social distancing and assisting teachers in a hybrid model with students who are distance learning at home</td>
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<tr>
<td></td>
<td>- help monitor breakfast and lunch duties</td>
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<td></td>
<td>- monitor hallways</td>
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<td></td>
<td>- They will also provide after school tutoring and after school support online in open sessions.</td>
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<tr>
<td><strong>COVID Separation Room</strong></td>
<td>- This space is to be determined. Students will go here upon feeling sick. Full PPE will be provided for the staff who supervises this room.</td>
</tr>
<tr>
<td><strong>Mental Health Services</strong></td>
<td>- Sejong’s counselor will connect with staff and students to inform them on how to request her services.</td>
</tr>
<tr>
<td><strong>Cleaning crew/Custodians</strong></td>
<td>- School will have a daily cleaning person to continually disinfect highly touched surfaces in the classrooms and around the school during the school day.</td>
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<td></td>
<td>- Regular cleaning crew will come in the evenings to do their normal cleaning duties with extra sanitation in mind.</td>
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<tr>
<td></td>
<td>- They will make sure there is sufficient soap, toilet tissue, paper towels in the bathroom and motion hand sanitizers around the school.</td>
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</tbody>
</table>