

Little Heart Elementary School



Health and Safety Plan

August 2020

Dear Little Heart Community:

We appreciate you taking time to read through this document carefully. At this time, it is our intention for all students and staff to be in person five days a week starting on August 19, 2020. We have based our decisions for reopening our school upon recommendations put forth by the North Dakota Department of Public Health, Center for Disease Control, the World Health Organization, North Dakota Department of Public Instruction, Custer Health Unit, and the Burleigh/Morton County Superintendent of Schools to name a few. We have also been in close contact with other schools who are planning to open their doors to students again. We are very aware that our return to school plans are subject to change and will likely change as the school year gets underway. There are still many unknowns regarding the coronavirus and COVID-19. Our return to school plan will be re-evaluated in the coming month.

An important aspect of our school community is the trust we have worked to build and continue to grow with one another. We encourage open communication and discussion surrounding our reopening plan. We value your input, thoughts, questions, and comments. We may not have answers for you right away, but we will listen.

We realize that reviewing this plan may not address every question you have. We recognize some concepts and actions may be polarizing and there are strong opinions about what the school should do or should not do. However, we must remain open to what is possible and consider all options so we can move forward. This plan is a working document and changes will be made as the need arises.

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

Respectfully,

Little Heart Staff and School Board

Assumptions & Assurances

Little Heart School believes:

- Ensure the safety and well-being of all students and employees.
- Promote equity and accessibility to learning for all students.
- Provide instructional delivery systems to meet the needs of all students.
- Foster positive relationships and interactions.

Our Planning Team:

The Little Heart School's Smart Restart Plan was crafted and reviewed by a team consisting of the following:

- Educators
- Custer Health (NDDoH)
- School Board Members
- Parents

Anticipated Timeline:

| | |
|-------------------|---|
| July 15 – July 31 | Work with Smart Restart team to refine and develop plan for submission to Little Heart School Board Public Health Review |
| July 21 | Present to School Board for review |
| Aug 4 | Parent meeting, present plan for input |
| Aug 11 | Approval by Little Heart School Board |

Phases

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



Instructional Models

The instructional models used by the district will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above.

Traditional Daily Instruction

- Instruction is delivered in-person with some building and group modifications. Instruction will include online components. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.

Blended Learning

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

Distance Learning

- All instruction is provided off-campus using distance learning resources, suited to the unique needs of the student.

Health and Safety Guidance

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

Resources

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

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

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

Best Intentions

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

Protect Yourself and Others

Wash your hands often

- Wash with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- Wash hands before eating, after using the restroom, after recess/gym/music or areas where students will have shared materials.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

Avoid close contact

- Keep social distance from others especially important for people who are at a higher risk of getting sick.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces and other actions that increase physical separation may be considered.
- The sharing of instructional materials should be limited as much as possible.
- Entry to school building, by visitors, shall be restricted to essential visitors only.
- Parents/Guardians are encouraged to not enter the school without permission from the teacher. Parents/guardians should remain outside if possible to avoid close contact.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw tissues away and wash hands or use hand sanitizer to prevent spread.

Clean and disinfect

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

Cover your mouth and nose with a cloth face cover when around others.

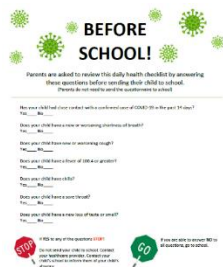
- The wearing of masks will be applied in phases based on the phases within the [ND Smart Restart Guidance](#).
- Educators encourage the use of face masks by staff, students, and visitors. need to teach students how to properly wear a face covering so they are prepared to use them on school buses or other situations in close proximity with others.
- Resources from NDDPI and MPS will be provided to teachers.
- In specific instances the wearing of a cloth mask may be required. These are explained in the table below.
- The wearing of face masks is not required in the Green or Yellow stage. In the Red stage it may be required if determined to be necessary in consultation with local health officials.

Little Heart School COVID-19 PPE Guidance Example

| School | PPE |
|---|--|
| Staff | Encouraged to wear cloth face coverings |
| Students | Encouraged to wear cloth face coverings |
| Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e. Nurse, SPED, EL, educator) | Building administrators in consultation with district nurse and educator will determine if face coverings or face shields are required . This may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room. Plexiglass partition will be in place during instruction time. |
| Staff | Required to wear a cloth face covering |
| Students | Required to wear a cloth face covering where social distancing is not possible. Students may take off their mask in spaces that can accommodate social distancing. |

Monitor your health daily

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



Health & Safety Protocols

Student & Staff Health

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

Identifying Students & Staff at Higher Risk

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

Isolation & Quarantine

- Definitions (see last page for more information).
- Isolation – For people who are already sick from the virus. A prevention strategy used to separate people who are sick with the virus from healthy people.
- Quarantine – For people who are not sick but have been exposed to the virus. A prevention strategy used to monitor people who were exposed for a period of time.
- Little Heart School will follow isolation and quarantine guidelines and directives as set by NDDOH and Custer Health.

If a student or staff members becomes sick at school

- Student
 - Direct / escort the child out of the classroom.
 - The child shall be provided a facial covering and isolated in the building sick room.
 - Parent / guardian will be contacted to pick up their child.
 - Follow the School Decision Tree (See attached document)
- Staff
 - Inform your supervisor immediately and wear a face mask /shield until they can be replaced if supervising students at that time.
 - Leave the school building/grounds and consult with a health care professional.
 - If a staff member needs to be isolated or quarantined, the school board will address moving forward at that time.

Return to School

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

Guidance for Grade Level & School Building Level Closure

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

- Close contact as defined as being within 6 feet of another individual for 15 minutes or greater.
- If a school is closed for any length of time, the district will determine which mode of instruction will resume.
- NDDoH may close a school or district at their discretion.

Facility Accommodations & Protocols

MODIFY LAYOUTS: Based on our enrollment and the size of the classrooms, space desks 6' apart when feasible. Arrange desks and tables to face in the same direction.

PHYSICAL BARRIERS: If it becomes difficult to maintain social distancing, we will provide physical barriers. If it becomes difficult to maintain social distancing, we will place tape on the floor to remind students to maintain social distance.

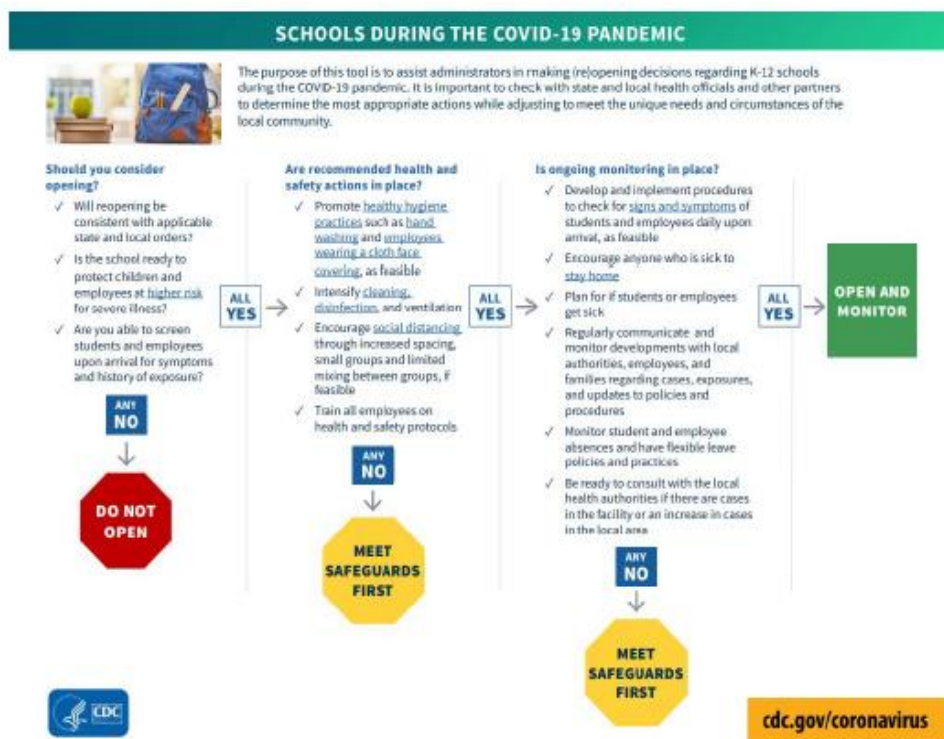
COMMUNAL SPACES: We will limit the occupancy in our lunchroom by limiting the number of students per table. Table surfaces will be cleaned after the lunch period. We have a girl's bathroom and boy's bathroom with an occupancy of two per bathroom, but only one student will be allowed in the bathroom at a time to enforce social distancing. The water fountain will not be in use. Each student will be required to bring a full water bottle each morning. Alternative filling options will be available.

TRANSPORTATION: Parents are responsible for transportation to and from school for their children, therefore, we will not have to make any accommodations for transportation.

Guidance for School Closure

This is intended as guidance for COVID-19 Coordinators and school leaders on when to close the school.

- Close contact as defined as being within 6 ft. of another individual for 15 min or greater.
- If a school is closed for any length of time, the district will determine which mode of instruction will resume.
- The Coordinator will meet with Custer Health representatives every other week to discuss present phase of community and seek advisement on building transitions between instructional models.
- NDDoH may close the school at their discretion.



Operational Guidance

Red/Orange: Learn at Home and Stay Safe

In extreme conditions, which could include a local or state stay-at-home order Little Heart School will close school and shift to distance learning for all students.

| Red/Orange Phase | |
|---------------------------|--|
| Health and Safety Plan | <ul style="list-style-type: none">• Follow CDC/ND Dept. of Health guidelines• Enhanced cleaning and disinfection after notification of a confirmed case of COVID |
| Priorities | <ul style="list-style-type: none">• Reduce the risk of further community spread by closing schools |
| Communication | <ul style="list-style-type: none">• Clear communication about academic expectations and grading shared with students and families• Share technology support resources for parents• Teacher availability via Private Facebook page, Facetime, Skype, email, text. or phone during school hours 8:00-4:00 |
| District/School Practices | <ul style="list-style-type: none">• School will be closed to the general public• Online and/or paper instruction will be used district wide in all courses at all grade levels• Instruction will focus on essential learning targets.• Attendance and academic progress will be expected• Traditional grades and accountability• Small group meetings or instruction may be allowed |
| Instructional Plan | <ul style="list-style-type: none">• Students will engage in learning at the home• Teachers are expected to make direct student/family contact at least one time per week• *For more detail, see Distance Learning Plan on school website |
| School Meals | <ul style="list-style-type: none">• School does not have a school lunch program |

Yellow - Modified

Students are in isolation and/or quarantine while other students are learning on campus.

| Yellow Phase | |
|----------------------------------|---|
| Health and Safety Plan | <ul style="list-style-type: none"> Follow CDC/ND Dept. of Health guidelines Enhanced cleaning and disinfection after notification of a confirmed case of COVID |
| Priorities | <ul style="list-style-type: none"> Ensure students and staff who are sick or symptomatic stay at home Maximize social distancing throughout the school Support blended learning model |
| Communication | <ul style="list-style-type: none"> Share information about how to stop the spread of COVID-19 Share technology support resources for parents For students who are learning at home, teacher availability via Private Facebook page, Facetime, Skype, email, text, or phone during school hours 8:00-4:00 |
| District/School Practices | <p>Educational practices</p> <ul style="list-style-type: none"> School will be open to staff and students who are asymptomatic and have not had direct contact with a person who has tested positive for COVID-19. Students who are at home will have online and/or paper instruction will be used district wide in all courses at all grade levels Instruction will focus on essential learning targets Attendance and academic progress will be expected Traditional grades and accountability Some school events, assemblies and gatherings may be changed or cancelled <p>Cleaning practices</p> <ul style="list-style-type: none"> Building routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas Handwashing/hand sanitizer integrated throughout the day <p>Staff and Student practices</p> <ul style="list-style-type: none"> Temperatures taken twice daily by Principal and Aide Limit sharing of materials Limit amount of items taken home and brought back to school everyday Encourage the use of masks when applicable Plexiglass shields provided for special education services staff, they will be providing their own face shield and mask Social distancing where possible and reasonable Reduce the number of students passing in the hallways |
| Instructional Plan | <ul style="list-style-type: none"> Students will engage in learning at the home and in school Teachers are expected to make direct student/family contact at least one time per week |

| | |
|--------------|--|
| | <ul style="list-style-type: none"> • *For more detail, see Distance Learning Plan on school website |
| School Meals | <ul style="list-style-type: none"> • School does not have a school lunch program • If a child is attending school, they will bring their own lunch • Students will eat lunch at their desk in the classroom |

Blue/Green – Open School

School will reopen but incorporate health guidance and protocols to try and mitigate risks and limit the spread of COVID-19.

| Blue/Green Phase | |
|---------------------------|---|
| Health and Safety Plan | <ul style="list-style-type: none"> • Follow CDC/ND Dept. of Health guidelines • Enhanced cleaning and disinfection after notification of a confirmed case of COVID |
| Priorities | <ul style="list-style-type: none"> • Ensure students and staff who are sick or symptomatic stay at home • Social distancing where possible and reasonable • Implement reasonable accommodations to reduce school wide and community spread |
| Communication | <ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19 |
| District/School Practices | <p>Educational practices</p> <ul style="list-style-type: none"> • School will be open to staff and students who are asymptomatic and have not had direct contact with a person who has tested positive for COVID-19. • Instruction will focus on essential learning targets • Attendance and academic progress will be expected • Traditional grades and accountability • Some school events, assemblies and gatherings may be changed or cancelled <p>Cleaning practices</p> <ul style="list-style-type: none"> • Building routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas • Handwashing/hand sanitizer integrated throughout the day <p>Staff and Student practices</p> <ul style="list-style-type: none"> • Temperatures taken twice daily by Principal and Aide • Limit sharing of materials • Limit amount of items taken home and brought back to school everyday • Encourage the use of masks when applicable • Plexiglass shields provided for special education services staff, they will be providing their own face shield and mask |

| | |
|--------------------|---|
| | <ul style="list-style-type: none"> • Social distancing where possible and reasonable • Reduce the number of students passing in the hallways |
| Instructional Plan | <ul style="list-style-type: none"> • Students will engage in learning at school |
| School Meals | <ul style="list-style-type: none"> • School does not have a school lunch program • If a child is attending school, they will bring their own lunch • Students will eat lunch in family pods in the lunchroom |

COVID-19: What's the Difference Between Physical Distancing, Quarantine and Isolation?

| | PHYSICAL DISTANCING | QUARANTINE | ISOLATION |
|---|---|---|---|
| Who is it for? | People who haven't been exposed to the virus or are not aware of exposure to the virus. | People who don't currently have symptoms of the virus but were exposed to the virus. | People who are already sick from the virus. |
| What is it? | A precautionary measure used to help prevent the spread of the virus. | A prevention strategy used to monitor people who were exposed to the virus for a period of time to see if they become ill. | A prevention strategy used to separate people who are sick with the virus from healthy people. |
| Where does it take place? | Takes place outside the home in public places like grocery stores and work environments. | Takes place in a home setting. | Can take place in a home when medical attention is not required. Takes place in a hospital when medical care is required. |
| When do I use it? | At all times until further directed by the ND Department of Health. | If you have recently traveled internationally or have known exposure to the virus. | If you have tested positive or have symptoms and have not yet obtained a test. |
| How long is it for? | At all times until further directed by the ND Department of Health. | 14 days after your last exposure. Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine. | A minimum of 10 days from the beginning of symptoms and 72 hours after your fever is gone without the use of fever-reducing medicine and other symptoms have significantly improved. |
| What does this mean for my daily life? | <ul style="list-style-type: none"> • Avoid large gatherings. • Stay 6-feet away from people. • If you are unable to stay 6-feet away from other people, wear a cloth face covering. • Call or video-chat with friends or loved ones, particularly those that are elderly or have underlying health conditions that places them at high-risk. • If possible, work from home. • Practice good hygiene and avoid shaking hands or touching your face. • If you become ill and need medical attention, call your health care provider. | <ul style="list-style-type: none"> • Stay at home and avoid close contact with others. • Do not attend school, work or any other setting where you cannot maintain a 6-foot distance from other people. • Call or video-chat loved ones. • For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. • Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. • Monitor your symptoms. If you become ill and need medical attention, call your health care provider. | <ul style="list-style-type: none"> • Do not leave your home unless it is in an emergency. If you are in a home with others, stay in a "sick" room by yourself and, if possible, do not share a bathroom. • If you have a pet and live with others, do not touch your pet. • For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. Try to stock up for the duration of the isolation. • Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. • If a caregiver cleans your room or bathroom, they should wear a mask and wait as long as possible after you've used the bathroom. • Contact your health care provider immediately if you experience severe symptoms. |