Higher Ground Academy

Three contingency plans to prepare for the 2020-21 school year using the three scenarios

 Scenario 1: In-person learning for all students. In this planning scenario, HGA will create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. Activities and extracurricular programming will continue to follow the COVID-19 Prevention Guidance for Youth, Student, and Child Care Programs www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf. This scenario will be implemented if state COVID-19 metrics continue to stabilize and/or improve. All requirements in this guidance apply to scenario 1.

 Scenario 2: Hybrid Model with strict social distancing and capacity limits. In this scenario, the overall number of people in school facilities and on transportation vehicles will be limited to 50% maximum. Sufficient social distancing with at least 6 feet between people must occur at all times. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants will be reduced. We will develop plans for contactless pick-up and/or delivery of meals and school materials for days that students and staff are not in the school building, as well as implementation of a school-age care program for critical workers. This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level. We may also implement this Scenario if we experience clusters of cases within a classroom or the school.

 Scenario 3: Distance learning only. We may implement this scenario if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. The requirements in this guidance regarding in-person protections would not apply to the general school community, as students and staff would be utilizing distance learning and would not be gathering in groups on school grounds. However, we may be open to provide emergency child care or other functions.

HGA may choose to implement strategies that are more restrictive than the scenario established by the state. However, we will not choose to implement plans for a scenario that is less restrictive.

Scenario 1 and 2

Requirement I: Program Coordinator

Section 1: Point of contact for building (staff)

Staff Person Responsible:
HGA Marshal: Maxamed Ahmed
HGA Brewster: Abeer Aburia

Responsibility: In collaboration with building or district school nurses, this person will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed
**Reports to:** Executive Director (ED) ED or delegated authority will notify students/families, school and district leadership, and local health officials.

**Frequency of reporting:** As often as necessary

**With older students:** A student counterpart(s) to the COVID-19 program coordinator role (a member of the students’ council) will be nominated to reflect the student experience.

**Responsibility:** Same as above (with focus on students’ experience)

**Reports to:** Counselor (counselor reports to Executive Director – only on this matter)

**Frequency of reporting:** As often as necessary

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**Requirement 2: Social Distancing**

**Section 2.1: Providing social distancing**

2.1.1. Provide social distancing floor/seating markings in waiting and reception areas.

**Person responsible: Maxamed Ahmed (both buildings)**

**Action plan:**

1. **Elementary:**
   - There will be three visitor chairs in the waiting area (only three visitors will be allowed in the waiting area/office at a time).
   - If more than three visitors show up at the same time, the extra persons will line up and wait for their turn to be served according to safe distancing guidelines.
   - Receptionist area will have one person/family at a time with one marking 6 feet away in the area to wait. There would be a sign in the hallway indicating that the capacity in the area is 3 people waiting or being served.

2. **Elementary nurse station:**
   - There are 2 sleeping cots and the head area of the cot closest to the hallway will be nearest the sink. The nurse will have a sneeze guard installed on her desk.
   - The capacity of the nurse station is 3 people at a time. Students will be scheduled accordingly.
   - The cots, chair and counter should be cleaned between uses.
   - The Nurse station will not be used for assisting students with COVID – 19 symptoms. Check for symptoms before anyone enters the nurse station.
   - Another space will be designated for assisting students with COVID – 19 symptoms.

3. **Secondary:**
   - There will be three chairs for sitting and waiting and a fourth client (parent, student, visitor, etc.) may stand at the counter with the
receptionist. A fifth person may wait a designated spot in the receptionist area. Anyone else will wait in the entry area waiting for a turn observing safe distancing guidelines. There would be a sign indicating that the maximum capacity is 6 people to be served in the receptionist area.

4. **Secondary nurse station:**
   - The nurse’s station is *strictly for students who do not show COVID – 19 symptoms*. All persons entering the station will be checked for COVID – 19 symptoms.
   - Only four students will be allowed at the station at any time. Therefore, those with regular medical needs will have scheduled time for visiting the nurse (Schedule will respect students’ medical needs).
   - The couch in the nurse area will be split and half of it will be moved to the space across from the restroom. The capacity is 4 students at a time. Sneeze shield will not be needed due to the direction of the desk. (I have a question here)
   - A *separate quarantine space* will be created for members who have real or suspected cases of COVID - 19
   - The cots, chair and counter should be cleaned between uses.

2.2 Systematically review and evaluate school transportation capacity with the goal of creating as much space between riders as possible, recognizing that it is not always feasible to have 6 feet of social distancing. Consider reducing capacity or adding routes to allow for more physical space between riders. See Additional Requirements: Scenario 2, below, for transportation-related requirements specific to Scenario 2.

**Person responsible:** Maxamed Ahmed

**Action plan:**

2.1 **Scenario 1:** All students will be required to wear a mask. Students will have assigned seats. No bus will transport more than its capacity. Family members will sit together. All seats will be utilized. All students must be seated and facing the front of the bus. Bus driver will dismiss by seats to space students.

2.2 **Scenario 2:** All students will wear face mask. Occupancy on buses and vans, including HGA van, will be reduced to 50%. Seating will be staggered and students will be asked to face the front of the bus. Families must sit together. Seats will be assigned. Between uses, the seats, and railing must be cleaned. When the buses are on their route and between uses, the door and windows will be opened to ventilate the bus. Bus driver will dismiss by seats to space students. Bus driver must clean bus between routes.

2.3 Systematically review and evaluate classroom capacity with the goal of creating as much space between people as possible, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom. Consider reducing class sizes or using alternative spaces with greater capacity to allow for more physical space between people.
Persons responsible: Mrs. Mako (for elementary), Dr. Mohamud (for secondary)

Action plan:
Scenario 1: Elementary and Secondary students’ desks will face the front of the classroom.
1.1 Desks will be separated by glass shields.
1.2 Each student will have a designated area with clear markers.
1.3 Students will not leave their designated space without teacher permission.
1.4 Exchange of resources such as computers and other utensils is completely forbidden.
   Each student will be provided with a designated iPad. Teacher will have extra utensils
   that will be collected and cleaned at the end of each school day. Keep doors open to
   maximize air circulation.
Scenario 2:
1.1 Same as scenario 1 except that glass shields may not be needed due to reduced class
   size. 1.2 Safe distancing guidelines and signs will be posted in all classroom and
   hallways.
   1.3 Adults in the building will need to reinforce the guidelines and remind people.

2.4 Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in
   lines and at other times they may congregate (e.g., during lunch, arrival and
   dismissal, restrooms, locker rooms, etc.)

Person responsible:
1. Marking of six feet signs: Maxamed Ahmed
2. Implementing safe distance policy: Laurie Mako & Maxamed Ahmed (Marshal)
   Abeer Aburia & Abdulcadir Mohamud

Action plan:
1. Elementary Restrooms - (near nurse station) Capacity of 2 girls and 2 boys at a time. 6
   feet apart place markers will be put on floor in hallway. Only 10 children should be at the
   restroom at a time. Supervision must be provided for all restroom times. No one can leave
   the classroom at other times without supervision. All rest room breaks are scheduled. No
   other classes can be waiting for the restroom. The middle faucet in the rest room will be
   turned off.

2. (near library) Capacity of 3 girls and 3 boys at a time. There are 5 faucets and two should
   be turned off in both rest rooms. Students will line up near room 126 and room 129.

3. near cafeteria) Capacity of 3 girls and 3 boys at a time. There are 5 faucets and two should
   be turned off in both rest rooms. Students will line by the gallery and markings will be put
   on the floor 6ft apart.

4. (upstairs floor 2) Capacity of 3 girls and 3 boys at a time. There are 5 faucets and two
   should be turned off in both rest rooms. Students will line up across from the lockers.

5. (downstairs for adults) Capacity is 1 person at a time.

6. Elementary Washing rooms are 2 people at a time. 2 faucets will be turned off.
7. **Elementary Drinking Fountains** one drinking fountain will be turned off in each location. Supervision is needed. Recommend that students bring their own water bottle with their name on it or easily identifiable. Water bottles should not be left at school. Only small groups allowed. We will mark spots on the floor for people to wait.

8. **Elementary Prayer Room** There is a capacity of 4 males and 4 females in the space at a time. Spots will be marked.

9. **Elementary Copy Room** These will serve one person at a time. Others must wait outside of the area. Clean after finished using.

10. **Elementary ISS Room** This room will be changed over to an essential worker day care room.

11. **Elementary Cafeteria** - k-2 will eat in the cafeteria separated in a zig-zag pattern. Only 2 classrooms will be in there at a time. All students will have breakfast in the classroom.

12. **Elementary Kitchen Area** - *We will talk with Jason*

13. **Elementary Teacher Break Room** - 5 people capacity. We will put signs up to indicate the capacity and guidelines.

14. **Elementary Steam Lab** - This will be discontinued for the year. If this decision is changed then, Capacity of 15 students at a time. Must be cleaned between uses.

15. **Elementary Art Class** - The art teacher will go to classes. He will have students use supplies that students bring and art apps on the ipad. If this decision changes, then the capacity of 12 - 15 students at a time for proper distancing.

16. **Elementary Library** - Ms. Hasan will go to classes and read to them and students can request books from the library that they find on the online system. Books will be quarantined for a certain period between useless. If the plan changes, then as an alternate there will be a sneeze shield put in on Ms. Hasan’s desk. We will move some tables and remove some chairs from the tables. We will have students form a line for check-out. 6ft spots will be marked. Students will line up in the hallway on marked spots when finished checking out materials.

17. **Elementary Elevator** - one person at a time. Signs must be put up.

18. **Elementary Circle** - Will not be used.

19. **Secondary Building Restrooms** (bay area restrooms) Two people are allowed in restroom at one time. Turn off one faucet in each rest room.

20. **(Elevator)** One person at a time is allowed in the elevator.

21. **(Study area in front of chemistry lab)** Four people can be in this area. Chairs will need to be removed.

22. **(Gym)** The gym will not be used. Teachers will go to students. If the plan changes then an alternate is two classes at a time can be in the space. The curtain must be pulled across the area. Floors will be marked with 16 spots for each class.
23. (Adult restroom) one person at a time will be allowed in rest room.
24. (Second floor rest rooms) Three people at a time and 2 faucets must be shut off.
25. (Basement rest rooms) Three people at a time and 2 faucets must be shut off.
26. (Second floor open space) There is a maximum of 20 people allowed in this space. Seating will be rearranged and some must be removed to attain proper distance.
27. (Water Fountain) Only water filling stations will be open. Water bottles will need to be used.
28. (Gym) The gym will not be used. Teachers will go to students. If the plan changes then an alternate is two classes at a time can be in the space. The curtain must be pulled across the area. Floors will be marked with 16 spots for each class.
29. (Adult restroom) one person at a time will be allowed in rest room.
30. (Second floor rest rooms) Three people at a time and 2 faucets must be shut off.
31. (Basement rest rooms) Three people at a time and 2 faucets must be shut off.
32. (Second floor open space) There is a maximum of 20 people allowed in this space. Seating will be rearranged and some must be removed to attain proper distance.
33. (Water Fountain) Only water filling stations will be open. Water bottles will need to be used.
34. (Staff lunch room/ copy space) There will be a maximum of 6 people in the space at a time, which includes the person using the copy machine. Wipes will be available and people should clean up after themselves.
35. (Cafeteria) Capacity is 45 students at a time. There are 3 students per round table, and 3 at each rectangle table. High school will use the space and middle school will eat in classes.
36. (Steam labs) This space will not be used this year. Teachers will go to students. If the plan changes then, one person per station with a capacity of 12 students.

2.5 Have staff monitor arrival and dismissal to curtail congregating and ensure students go straight from vehicle to their classroom, and vice versa.
**Person responsible:** Mrs. Abeer for the secondary school, elementary TBD

**Action plan:**

5.1 Arrival

5.1.1 Both schools - Only one bus at a time may let students out (I have a question here). HGA staff will board the bus and check students’ temperature before dismissal. Students will be dismissed by seat to allow for distance. Staff will be assigned to monitor areas where students tend to congregate.

5.1.2 Students must go straight to class after dismissal.

5.1.3 Locker: Students will not go to lockers and restrooms with the exception of emergency situations (Need policy here)

5.1.4 NO student shall be dropped off before 7:15 am. Parents with extraordinary situations must seek permission from the school to drop-off students early. Such students will have to report to a designated space where supervision will be provided.

5.1.2 Elementary - All k-1 TA’s will be stationed in the classroom to assist teacher to receive students. All other TA’s will be stationed in designated areas to monitor and assist with arrival. Some may have modified schedules to assist with students who show up early. Admin will identify people to monitor arrivals and create assignments.

5.1.3 Secondary - All TA’s will be stationed in designated areas to monitor and assist with arrival. Admin will identify people to monitor arrivals.

5.2 Dismissal

5.2.1 Elementary: The parking lot to the east of the building will be reserved for parents. Parent pick up will stay in classroom until they are called. Parents must call front desk to notify that they are in the parking lot and to send students. If a parent comes before the bus dismissal time, then they will wait in their car and notify the front office that they are there to pick up their children. A staff member will walk children to the car. During bus dismissal time, a staff member will walk the children to the parent in the parking lot.

5.2.2 Secondary pick-up - parent must wait in car and call front desk for. If a bus is running late, students will stay in the classroom.

5.2.3 If a bus is running late and it is past the end of the teachers day, then the teacher will walk students to the cafeteria and students will wait there with a staff member designated by admin

2.6 Nonessential, parents, visitors, volunteers, and activities involving external groups or organizations should be restricted.

**Person responsible:** Maxamed Ahmed

**Action plan:**
6.1 All visitors must have appointment prior to coming to the school. There will be a designated area for parents who show up without appointment provided that their visit is to meet with a school personal concerning their student.

**Person Responsible: Samuel Yigzaw**

6.2 After School program – all after school tutorials will be virtual.
6.2 Secondary clubs - Must be approved by admin. (Must have approved COVID -19 safety protocol in place)
6.3 Title 1 - Will be online this year.
6.4 Scouts – Dependent on COVID situation.
6.5 Weekend Dugsi – Dependent on COVID situation.
6.6 Other events - TBD
6.7 Math night and Literacy night - dependent on COVID situation.

2.7 **Discontinue self-service food or beverage distribution in the cafeteria.** Meals, snacks, and beverages served at school must be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages must be served directly to students. As always, ensure the safety of children with food allergies.

Person responsible:

HGA: Samuel Yigzaw
HGA Marshal: Sharon Cornely
HGA Brewster: Abeer Aburia

**Action plan:**

7.1 All meals will be prepackaged.
7.2 There will be no food serving lines. Prepackaged meals will be delivered to individual students (both in the cafeteria and in the classroom).
7.2 **Cafeteria sharing container must be discontinued** (what is a shared container?)
7.3 Meal counts will be taken manually (by teacher) and entered into JMC by cafeteria staff.

2.8 **Implement contactless pick up and/or delivery of meals and school materials for days that students and staff are not in the school building**

Person responsible: Maxamed Ahmed

**Action plan:**

8.1 Meals and supplies are delivered to homes and apartments.
8.2 Make sure appropriate confidentiality forms and other required forms are completed by person/s delivering meals and parents
8.3 Record meals served
8.4 The person delivering will call family to come out and pick it up.
8.5 Delivery people are wearing protective gear.
8.6 Food will be dropped during pick-up time. Buses will go through full route (picking up some and dropping off food to others).

2.11 Implement a school-age care program for critical workers.

**Person responsible: Samuel Yigzaw**

Action plan:

11.1 As of today, we do not have any families who are critical workers who requested assistance with child care.
11.2 If we have any families that identify as critical workers and need child care, then we will hire a licensed child care professional and the ISS room will be utilized for this purpose.

Recommendations: Scenarios 1 and 2

- Develop and keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day to day. Limit mixing between cohort groups as much as possible (e.g., during lunch in the cafeteria, bathroom breaks, arrival and dismissal, free periods, recess, etc.).
- Minimize opportunities for exposure (especially when students are around each other for 15 minutes or more) by ensuring social distancing of at least 6 feet between people whenever possible. For example, evaluate classrooms and other available spaces to ensure classrooms are large enough or class sizes are small enough to create space between students and staff.
- Arrange classroom seating so that students are separated from one another by 6 feet when feasible. If it is not possible to arrange seating 6 feet apart, consider turning all desks to face in the same direction (rather than facing each other).
- Consider the use of transparent dividers (e.g., plexiglass) to separate individuals.
- If social distancing is not possible in the cafeteria, have meals delivered to the classroom or have students bring food from the cafeteria back to their classrooms to eat.
- Use visual aids to illustrate appropriate spacing and traffic flow throughout the school building (e.g., designating hallways or entrances as one-way and posting directional reminders on the walls and/or floor).
- Reconfigure common areas by spacing out furniture to minimize crowding. Consider closing off common seating areas if it is observed that social distancing is routinely compromised. Do not allow multiple groups into common areas.
- Stagger arrival and dismissal times to minimize crowding. Whenever possible, student pick-up and drop-off should occur outside.
- Utilize visual cues, signage, and barriers to direct traffic flow and demonstrate social distancing.
- Consider dividing entry points rather than funneling all students through the same entry space.
- Provide frequent reminders for students and staff to stay at least 6 feet apart from one another when feasible.
- Place physical barriers such as plexiglass for protection at reception desks or other similar areas.
- Whenever possible, hold physical education and music classes outside and encourage participants to spread out. Consider using visual cues to demonstrate physical spacing.
- Be aware that COVID-19 has rapidly spread among groups of people singing together in indoor environments. Learn
more at High SARS-CoV-2 Attack Rate Following Exposure at a Choir Practice (www.cdc.gov/mmwr/volumes/69/wr/mm6919e6.htm). • Arrange the space for singing sessions so that people are separated from one another by 6 feet when feasible and consider having all participants face in the same direction (rather than facing each other). ✶ Discontinue activities that bring together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large group use of playground equipment simultaneously, etc. ✶ Consider allowing staff to use alternate spaces (e.g., telework) for discretionary preparation time.

Requirement 3: Face covering

Responsible person

For staff: All supervisors (for staff he/she supervises).

For students: Citizenship and all teachers

Action Plan

Section 1: Staff should wear cloth face coverings and/or face shields when 6 feet of distance cannot be maintained between each other.

1.1 All staff members are required to have a face covering unless otherwise they have health issues that prevent them from doing so. In such cases, a doctor’s note may be required.

1.2 Supervisors are responsible for regular monitoring of this requirement.

Section 2: Have a supply of cloth face coverings and/or face shields available for staff and students who forget to bring their own.

2.1 The school will maintain adequate supply of face masks and other resources essential to controlling the spread of COVID-19.

2.2 Teachers and supervisors will be provided with extra face masks to issue to students and staff who may show up to school without one.

2.3 The school reserves its right to charge for masks and other protective equipment if the cost becomes a burden on the school’s finances.

2.4 School, specifically supervisors, will share new data, information, and guidelines on prevention of COVID-19 with their staff whenever they are issued by CDC and MDH.

2.5 Ms. Cornely will manage supplies.

2.6 As students enter the building, they should be monitored for face covering. Those who come without a face mask will be provided with one unless there is a valid reason for not doing so.

Section 3: Students (especially older students in grades 6 or higher) should wear cloth face coverings and/or face shields as much as possible throughout the day. Cloth face coverings or face shields may be considered for younger students if it is determined they can reliably wear, remove, and handle them following CDC guidance.

3.1 With the exception of those with a valid medical reason, all students in grades six and up are required to wear face masks when they are in school premise.
3.2 If we are under scenario 1, all students i.e. in both buildings will be required to wear face masks. Exceptions will be K students and students with valid medical reasons.

3.2.1 Elementary teachers must educate their students how to reliably wear, remove, and handle masks according to CDC guidelines.

3.2.2 Students must bring their own face masks.

3.2.3 Teachers must maintain adequate supply of PPEs for emergency (school will supply).

3.2.4 Hand sanitizer should also be readily available and use liberally when handing out and or removing face coverings.

3.2.5 Appropriate Citizenship policies may be applied to those who refuse to cooperate with this requirement.

3.2.5.1 Action may include attending mandatory training on COVID-19 protection.

3.2.5.2 Repeated offenders may be isolated from their peers.

3.2.5 The Special Education department will communicate accommodations needed for specific students with the appropriate staff person/s.

3.3 Age appropriate information, print and electronic, will be prepared, distributed, and posted (Citizenship will take a lead).

Cloth face coverings should not be placed on:
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

**Requirement 4: Protecting vulnerable populations**

**Person responsible:** Samuel Yigzaw

**Action plan:**

The CDC considers the following individuals to be at high risk for severe illness due to COVID-19:

Are 65 years and older Have underlying medical conditions, particularly if not well-controlled, including:
- Chronic lung disease or moderate to severe asthma
- Serious heart conditions
- Compromised immune system
- Severe obesity (body mass index of 40 or higher)
- Diabetes
- Chronic kidney disease undergoing dialysis
- Liver disease
- Hemoglobin disorder

Section 1: Create a process for students/families and staff to self-identify as high risk for illness due to COVID-19.

**Person responsible:** Samuel Yigzaw

**Action plan:**

1.1 Follow Tennessean Warning
1.2. Maintain high confidentiality FERPA- HIPAA
1.3 Create a hot-line (phone & email)
1.4 Review existing records (employee and student files). Collaborate with school Section.
1.5 Establish procedure for in-person reporting to identified person
1.6 Publish hot-line and procedure for in-person reporting (web-page, newsletter, all other forms of communication)
1.7 Frequent monitoring of the hot-line
1.8 Establish a record keeping system
1.9 Timely communication with appropriate school official/employee
1.10 Create an emergency plan for each “high-risk” individual. (High risk student and family, high risk staff, IEP team – for students with IEP, nurse, admin.)
* Plan remain flexible and accommodating based on what’s happening in the schools.

Section 2: Have a plan in place to address requests for alternative learning arrangements or work reassignments.

2.1 Requesting:
   2.1.1. Employees must make request with Sharon Cornely (fill form, provide documentation)
   2.1.2 Parental request must be made with AP for Teaching and Learning for the appropriate grade level
   2.1.3 Appropriate documents will be gathered (signed application, waiver (if applicable), doctor’s note?)
2.2 options:
   2.2.1 Distance learning (students)
   2.2.2 Flexible scheduling (students)
   2.2.3 Work from home
   2.2.4 Flexible schedule (evening, weekend, if work situation allows)

Samuel Yigzaw will make determination on employee request for work from home.

Section 3: Evaluate all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 Plans) for accommodating students with special health care needs and update as needed to decrease their risk for exposure to COVID-19

Person responsible: Laurie Mako, Abdulcadir Mohamud, Cheryl Melander

Action plan:

Follow Regulations for Health records MDH
https://www.health.state.mn.us/people/childrenyouth/schoolhealth/essentials.html#Example1

To decrease risk of exposure of students (Staff) with pre-existing conditions-CDC and MDH guidelines will be followed for preventing entrance/sending a student home and monitoring all staff and students during the school day.

3.1 Existing student and staff files (IEPs, 504 Plans, health records etc. will be reviewed prior to the start of school;

Person responsible: Laurie Mako, Abdulcadir Mohamud, Cheryl Melander
3.1.1 **Every student (both sites)** will be asked to provide an updated/current health form for 2020-21 prior to beginning school year in accordance with Minnesota Statue & Chapter 144.29.

3.1.2 **If a high risk condition exists:** Parents are asked to provide an updated health form as soon as possible with any updates from the child’s health care provider to optimize safety and provide accommodations within the in-person and hybrid learning environment.

3.1.3 **If a student is being advised to distance learn because of a high risk condition by their physician or a request of parent** - An alternative learning Distance Learning plan will be developed.

3.1.4 Teachers will be informed as needed

### 3.2 New students

3.2.1 Health forms will be completed for new students and include a form to self-identify pre-existing high risk conditions.

3.2.2 Communication from registration will be provided to school nurses, point person responsible for this.

3.2.3 Follow-up calls will be made to discuss health factors related to ensuring safety of student or staff

Section 4: Offer distance learning to enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.


**Action plan:**

**If a student is unable to return to hybrid or in-person learning a Distance Learning options will be provided**

4.1 Coordinator for resource distribution will be contacted to make arrangements

4.2 A opt-out form for traditional learning will be completed upon request for alternate learning

4.3 Communication will be made to associated staff/teacher

4.4 Appropriate resources will be arranged and distributed (ie Schoology, distribute text/technology/paper resources/support services/staff/food/delivery of resources)

**Requirement 5: Hygiene practices**

**Person responsible: Sharon Cornely**

Section 1: Develop processes to frequently check and refill supplies at the point of use (e.g., hand sanitizer available near shared equipment, hand sanitizer near school building entrances/exits, etc.).

1. Provide hand sanitizer dispensers in:
   1.1 Each classroom
   1.2 Labs (STEAM, Chem.)
   1.3 Front office & reception areas
1.4 Nurses offices
1.5 Cafeterias
1.6 Meal prep areas
1.7 Gym
1.8 Shared equipment areas
1.9 Other multi-purpose rooms as identified
1.10 Ensure hand sanitizer stations are beyond the reach of young children (to avoid ingestion)

2  Provide disinfecting wipe containers and disposable vinyl glove supplies in:
   2.1 Classrooms
   2.2 Labs
   2.3 Shared equipment areas

3  Mount CDC approved and other state recommended signage on Covid19 prevention hygiene practices adjacent to each hand sanitizer dispenser, in classrooms, labs and other common gathering places.

4  Identify a source for acquiring 60% alcohol hand sanitizer, disinfecting wipes and vinyl gloves and procure before peak demand for these products occurs in the Fall

5  Check sanitizer levels daily and refill as necessary

6  Provide a phone number/email/text address for individuals to alert the health office and/or custodial staff if a dispenser is empty

Section 2: Supervise the use of hand sanitizer by students

Person Responsible: Laurie Mako, Maxamed Ahmed, Abdulcadir Mohamud, and Abeer Aburia

Action plan:

1. Train younger students on proper use
2. Order/Prepare and post educational materials
3. Correct any misuse in progress
4. Report any misuse or other unhealthy patterns to the Health Office

Section 3: Ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.

Person responsible: Sharon Cornely

Action plan:

1. Identify students with allergies
2. Notify appropriate person/teacher when cases exist
3. Place CDC or other state recommended signage adjacent to all sanitizer dispensers with a phone number and/or email address to alert the HGA health office of any sensitivities to hand sanitizer.
4. Develop a follow-up plan for each student on a case by case basis
5. Ensure parents are notified if a student self-reports their sensitivity.
Section 4: Procure hypoallergenic soap for individuals that are sensitive to hand sanitizer or other soaps

**Person Responsible:** Sharon Cornely

**Action Plan:**

1. Procure hypoallergenic soap for individuals that are sensitive to hand sanitizer or other soaps

Section 5: Reinforce handwashing during key times including but not limited to: arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one’s nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people

**Person responsible:** Laurie Mako, Abdulcadir Mohamud, Bob Andersen

1.1. Place CDC or other state recommended signage adjacent to all sinks, hallways, classrooms, etc.
1.2. Engage teachers to reinforce the importance of hand washing, when to wash hands and proper handwashing techniques
1.3. Engage parents to reinforce the importance of hand washing, when to wash hands and proper handwashing techniques
1.4. Develop and post electronic Covid-19 learning materials, activities and resources on Schoology
1.5. Consider project based assignments for higher grades and science courses.
1.6. Consider gamifying learning activities for younger learners

Section 6: Use media, posters, and other tactics to promote health etiquette expectations in highly visible locations.

**Person responsible:** Bob Andersen

**Action plan**

1. Develop a Covid-19 media plan
   a. Identify CDC and other state recommended Covid-19 resources
   b. Identify a schedule to update and/or rotate media
2. Mount Covid-19 learning materials at all entrances, key gathering locations and high traffic areas
3. Post electronic Covid-19 learning materials on Schoology and webpage
4. Rotate/update the physically mounted materials and update electronic materials on a regular basis encourage ongoing engagement

MDH’s Recommended Supplies for Schools (www.health.state.mn.us/diseases/coronavirus/schools/supplies.html)
Requirement 6: Cleaning and materials handling

Section 1: Establish a schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day using EPA-approved disinfectant for SARS-CoV-2. Increase the frequency of disinfection during high-activity periods during the school day.

1.1 Front Desk:
Person responsible: Maxamed Ahmed

1.1.1 Door handles and counters shall be cleaned after every visitor leaves the area.
1.1.2 Stop using clipboard (external users)
1.1.3 Secure large quantity of pens. Prepare two pen containers: Label one of them “for clean pens” and the other “for used pens”. Regularly clean used pens and put them back with the clean pens.
1.1.4 Front desk area – Clean counter after a person leaves the area. At the end of the day, the plastic face shield should be cleaned on both sides.

1.2 Rest rooms –
Person responsible: Laurie Mako, Abdulcadir Mohamud

1.2.1 There will be a restroom schedule (kindergarten, adult, and other rest rooms).
1.2.2 There will be a restroom cleaning schedule
1.2.3

1.3 Nurses station –
Person responsible:

**Marshal site**: Sharon Cornely
**Brewster**: Abeer Aburia

1.3.1 No one with suspected or real COVID-19 case shall enter the nurse’s station.
1.3.2 Clean and disinfect all surfaces that are contacted/touched, after the person leaves.
1.3.3 Only use wipes when others are present.
1.3.4 Use spray Lysol when no one is present.
1.3.5 Except for emergency situations, students who regularly use the nurse’s station should have daily visit schedule that meets their need.

1.4 IT –
Person responsible: Maxamed Ahmed

1.4.1 Provide individual iPads. Stop sharing devices
1.4.2 Any shared devices like scanners, copiers, etc. will be wiped down after use.
1.4.3 Making disinfecting materials available next to shared devices.
1.4.4 Post COVID – 19 education materials next to shared devices.

1.5 Cafeteria-
Person responsible:
  Marshal site: Sharon Cornely
  Brewster site: Abeer Aburia

1.5.1 Clean and disinfect cafeteria tables and chairs after every use.
1.5.2 Keep cafeteria doors open to avoid touching by many individuals.
1.5.3 Make hand sanitizers available at various places in the cafeteria.

1.6 Classroom –
  Person responsible: Maxamed Ahmed
  1.6.1 At the end of day, all surfaces i.e., desk, chairs, computers, door knobs, etc.
  1.6.2 The entire school will be deep cleaned once a week.

Person responsible:
  Marshall site: Laurie Mako
  Brewster site: Abdulcadir Mohamud

  1.6.3 Teachers will be provided with disinfecting swipes and hand sanitizers.
  1.6.4 Teachers will move to the students (includes 6th grade through 12th grade and specialist teachers). Students will not transition to teachers. This will require teachers to clean and sanitize area before going to the next class.
  1.6.5 In as much as possible, students will stay in their assigned areas.

Section 2: Do not use cleaning products near children. Staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
  Securely store products away from children.

Person responsible: All supervisors

  2.1 Staff will not use any Lysol sprays, when children are present or have them out and accessible to children. These items must be kept out of reach of children.
  2.2 Janitor closets must be locked at all times so that children are safe.

Section 3: Avoid sharing electronic devices, books, toys, and other games or learning aids when possible, and ensure cleaning between uses.

Person responsible: Laurie Mako & Abdulcadir Mohamud

  3.1 Every child will be provided with personal devises including text books and other resources.
  3.2 Only one locker or hook or cubby per student.
  3.3 If under rare circumstances manipulatives, devices, and other resources are to be shared, they shall be cleaned with Lysol disinfecting spray before being shared.
  3.4 Toys will not be allowed. If a toy is brought to school by a student, it will be taken away and put in backpack at end of day. Parent will be called and asked to remove it from the backpack.
3.5 Hall, restroom, and nurse passes must be one time use and thrown away when finished to avoid passing germs.
3.6 Students will not be allowed to use the playground for recess.

Section 4: Have students keep personal items in individually labeled cubbies, containers, desks, or lockers.

Person responsible: Laurie Mako & Abdulcadir Mohamud

1.1 Each student will have designated cubby
1.2 Students will be required to have their own personal refillable water bottle, face masks, headphones, pencils, markers, crayons, erasers, scissors, pencil pouch, notebooks and other school supplies with student names on them.
1.3 Only the teacher will use the classroom pencil sharpener. Teacher will wear a glove to sharpen pencils or touch pencils. Mechanical pencils are recommended for middle school and high school students.
1.4 Install metal hooks in classrooms or hallways depending on the space in collaboration with teachers. These should be put up outside of room 130, 132, 208 and 213.

Requirement 7: Monitoring and excluding for illness

Section 1: Educate staff, students, and families about the signs and symptoms of COVID-19, and when they/their children should stay home and when they can return to school

Person responsible: Laurie Mako, Abdulcadir Mohamud, Bob Andersen, Sheikh Abdirahman

Action Plan:

1.1 Educate staff, students, and families about the signs and symptoms of COVID-19, and when they/their children should stay home and when they can return to school
1.1.1 All education is guided by MDH & CDC (Guidelines for identifying symptoms follow CDC & MDH and will be posted on school web page with Decision Tree and communication procedures. Similarly, guidelines will be posted on Schoology, scripted robo-calls are made, followup home calls, letters mailed or digital through Schoology. Information will include:
1.2 School Procedures
1.2.1 Use as many of the following options for educating staff, students, and families
1.2.1.1 Webinars
1.2.1.2 Q&A section
1.2.1.3 Community leaders webinar
1.2.1.4 Provide links to MDE Health COVID educators
1.2.1.5 HotLine for call in inquiries- scripted responses
1.2.2 Post COVID updates are on school web page
1.2.3 Any Communication is provided in multiple languages - i.e. Oromo, Somali and English
1.2.4 MDH Decision Tree & CDC guideline training for All staff and teachers during PD week

Section 2: They have tested positive for or are showing COVID-19 symptoms, until they meet criteria (see MDH Decision Tree for return)
Person responsible: Sharon Cornely

1. If you have received a laboratory test for COVID-19 or are waiting for COVID-19 test results.
   1.1. Employee responsibility
   1.1.1 Communicate with school that he/she or a family member has tested positive or is waiting for confirmation (call 651 645 1000 ext. 122 or email)
   1.1.2. Follow all Quarantine procedures.
   1.1.3 Notify the school when you are ready to return

1.2 School responsibility: inform stakeholders with interest to know (parents, staff, and students, Executive Director will inform external stakeholders)

2. If you have a Negative test but still have symptoms even with no other diagnosis
   2.1 STAY HOME for at least 10 days since symptoms first appeared AND until no fever for at least 3 days without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days
   2.2 Notify the school about your situation (call 651 645 1000 ext. 122 or email)
   2.2 Follow specific return guidance from the health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual www.hennepin.us/daycaremanual
   2.3 If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps. Siblings and household members do not need to stay home.

Section 3: They have recently had close contact with a person with COVID-19, until they meet criteria for return

Person responsible: Sharon Cornely

If you have had close contact with a person with COVID-19

1. Notify the school by calling 651 645 1000 ext. 122
2. QUARANTINE - STAY HOME and follow all the requirements of the MDH and CDC including when it is safe to return
3. If after a quarantine you want to return: Communicate with school that you have completed quarantine and can assure you have no symptoms and will be returning.

Section 4: Communicate expectations and processes for the symptom screening method(s) selected for staff, students, and families.

Person responsible: Samuel Yigzaw

1. Communication of expectation and processes:
   1.1 Education will be provided to ensure Guidelines w/expectations and processes for symptom screening are explained to all staff/students /families:
   1.2 Posted on the school web page, on Schoology updates in teacher courses (or a specific schoology covid site where all HGA are made members
1.3 Scripted expectations will be sent home to families mailed or mailed in Somali and English
1.4 Follow-up scripted robocalls will be made to families asking everyone to carefully adhere to the MDH & CDC guidelines.
1.5 Text materials will be posted in classroom walls, hallways etc.
1.6 During PD in August -detailed information/training will be provided for all staff - with each possible scenarios
1.7 **Processes include:**
   1.7.1 If a student in a classroom becomes ill or tells you he/she has been exposed to COVID-19 or is exhibiting COVID-19 symptoms, call 651-645-1000 ext. 122 for Marshal building or 651 369 7555 ext. --- for Brewster

Section 5: **Establish action steps to care for students and/or staff who arrive ill and do not pass screening.**

Person responsible:

Marshal site: Maxamed Ahmed

Brewster site: Abeer Aburia

1. Procedure:
   1.1 Student/staff arriving ill will be moved to room C (Marshal building) or nurse station (Brewster building).
   1.2 Designated person name will be called and triage the concern to appropriate school personnel
   1.3 If suspected case is student, parents will be notified their student did not pass temp check/ requesting their pick up
   1.4 Student/teacher will remain in an isolated space until the parent comes to get them
   1.5 Alternative return home transportation can be arranged.
   1.6 Designated person name will escort student/staff to designated door student will begin home quarantine

2. Communication procedures begin to all appropriate stake holders.

3. Student’s teacher/s will be notified
   a. Teacher will switch student to distance learning mode
   b. teacher will quarantine and begin distance teaching ?

Section 6: **Develop plans for backfilling positions of employees on sick leave and consider cross-training opportunities to allow for changes of staff duties as needed**

Person responsible: All supervisors

1.1 In case of emergency all staff personnel, including administrators will substitute for teacher/teachers who will not be available for teaching
1.2 Teacher/staff on sick leave due to cause that are not COVID-19 related maybe called back depending the severity of their condition.
1.3 Teachers with COVID-19 may still be asked to offer distance learning provided that their situation allows it.
1.4 Teachers who miss work due to COVID-19 are unable to offer distance learning may be asked to provide compensatory education to their students when they get better and return to work, if needed.
1.5 If the number of teachers who are out due to COVID-19 meets or exceeds the threshold HGA will switch to the appropriate mode of instruction.

Section 7: Conduct daily temperature screening for all people entering the school facility or boarding a school transportation vehicle

Person responsible:
Marshall site: Maxamed Ahmed
Brewster site: Abeer Aburia

1. Students transported by school bus:
   1.1 Staff person will be assigned to check temperature of everyone entering the building at all time during the school day. Temperature must be <100.4F. See section for procedure regarding students with temperature above 100.4. Use no contact thermometer.
   1.2 Bus drivers must check temperature of students before they board school bus. Check section ___ for procedure regarding students with temp above ___.
   1.3 Bus Company must monitor the health of its employees.
   1.4 Check section --- on how to handle those with fever.

2. If a Parent is dropping off a student -
   2.1 Parents will remain in the car and enter at the circle on the West side of building (Brewster?)
   2.2 A HGA staff will walk to your car and take the temps of your student BEFORE they are allowed to enter school (elementary) (Brewster which door)
   2.3 If your student does not meet temperature requirement of <100.4 -they will not be able to enter building and will remain in the car to return home with parent.
   2.4 Arrangements will be made to begin distance learning.
   2.5 Students passing temp check will enter on the West Door (elem) or assigned door Brewster.

3. If a Staff member is entering the building
   3.1 All Staff is required to have their temperature taken.
   3.2 Temperature must be <100.4 F
   3.3 All Staff will use Main door entrances and will be asked questions and required to confirm no contact / exposure to COVID-19 in the past 24 hours.

4. If a Parent/ families / vendors/ specialty service persons is entering the building - with or without an appointment
   4.1 Enter only through the Main Entrance
   4.2 Temperatures will be taken at the door and must be < 100.4 F
4.3 Questions will be asked verifying prior contact with persons with or with symptoms of COVID
4.4 A verification sticker with a time of entrance will be given to every parent/vendor allowing them into the building w/ time limitation in the building.
4.5 If cleared, person will be directed/guided to appropriate area

5. **If any person attempting to enter an HGA building does not pass requirement of < 100.4°F**
5.1 **Students** will be escorted to assigned isolation area and monitored until they are picked up by parent
   5.1.1 Parent or emergency contact will be called
   5.1.2 Student will be escorted to the parent at the assigned entrance
   5.1.3 Transportation home will be arranged if needed
   5.1.4 Communication about other siblings from the same family who have been living in an exposed living environment (both sides) I have a question here: are we supposed to quarantine?
5.2 **Staff/ vendor/ or parent** coming to HGA and not cleared at the Main Entrance by meeting the temperature screening of < 100.4 - will be denied entrance.
   5.2.1 Staff - will be sent home (see backfill plan)
   5.2.2 Parent exclusion criteria will be followed - (related children of family what to do?)
   5.2.3 Vendors (i.e. UPS, Groceries) will not be allowed into building. Drop material at the door. Cleared staff will be assigned to deliver products.

Section 8: Establish and enforce sick policies to prevent the spread of disease, including:
• Enforcing staff staying home if sick.
Person responsible: Samuel Yigzaw

1 If a person is in quarantine or sick
1.1 Sick leave policies - will follow existing HGA sick policy guidelines
   1.1 STAY HOME
   1.2 Sick policies will include COVID-19 and other illness
   1.3 Staff will communicate with school (call 651 645 1000 ext. 122) and follow sickness related guidelines, and quarantine guidelines set by the CDC and MDH w/ return criteria procedures
   1.4 Teachers will begin teaching using distance learning and follow all requirements of MDE and HGA for distance learning to ensure students keep learning.
   1.5 MDH w/ return criteria procedures

Section 9: Establish liberal use of sick leave for employees and sick days for students

If an illness is related to COVID Sick Leave Policy

Person responsible: Samuel Yigzaw

1. Staff
   1.1 The five sick days/school year will remain in place
1.2 HGA has a short-term disability policy. Therefore, employees who miss work due to COVID-19 will be covered during their absence.
1.3 Staff will distance teach and adhere to distance learning contact requirements with students (HGA and MDE) if their condition allows it.

2. Students:

Person responsible: Laurie Mako & Abdulcadir Mohamud
2.1 Depending on their condition, students will distance learn
2.2 For those in quarantine, participation in learning i.e., with flexible scheduling will replace “days-in-attendance” for attendance requirement.

MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (PDF) [www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf) to determine who must stay home and when staff or students may return

**Requirement 8: Handling suspected or confirmed positive cases of COVID-19**

Section 1: Designate a staff person who will be responsible for responding to COVID-19 concerns, and will help coordinate with local health authorities regarding positive COVID-19 cases. All school staff and families should know who this person is and how to contact them.

To keep the community informed as the school year begins, and give regular public updates on COVID-19 specific to schools.

**Persons responsible:**

HGA District level: Samuel Yigzaw

HGA Elementary: Sharon Cornely

HGA Secondary: Abeer Aburia

Section 2: Post signage at main entrance(s) requesting that people who have been symptomatic not enter the building.

Person responsible: Mr. Maxamed Ahmed will take care of this.

**Action:**

1. Place a signage at the door

Section 3: Establish a dedicated space for symptomatic individuals who are waiting to go home.

Person responsible:

Marshal Site: Maxamed Ahmed

Brewster site: Abeer Aburia
1. Distinguish this space from areas where student health services will be delivered to those who are well and need routine types of care (e.g., medication administration or first aid).
   1.1 Elementary building: Room C
   1.2 Brewster building: Nurse’s station. The nurse aide will be moved to a partitioned space in the commons area.
2. Develop cleaning processes for the dedicated space between uses and as needed.
   2.1 Person monitoring the dedicated space is responsible for regular cleaning of this space and securing cleaning supplies from the office.
   2.2 Touched surfaces i.e., door knobs, chairs, hand rails, etc. need to be cleaned after each use.
   2.3 Water bottles, drinking cups used by persons entering that space need to be trashed before the person exits that space.

Section 4: Immediately isolate symptomatic individuals in the designated space at school and send them home.

Person Responsible:
   Marshal: Maxamed Ahmed
   Brewster: Abeer Aburia

1. Isolate students/staff by escorting them to designated space.
2. Notify parent/guardian
3. If parent cannot provide transportation contact Mohamud Aburia for transportation
4. If situation is severe (such as being unable to breathe) call medical agencies.
5. Ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is at least 6 feet away.
6. Make sure that both the symptomatic students and the supervising adults should wear a face covering.

Section 5: Do not place cloth face coverings or surgical masks on anyone who is unconscious or has trouble breathing, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

Person Responsible:
   Marshal: Maxamed Ahmed
   Brewster: Abeer Aburia

1. Identify students who for reasons stated above cannot wear face masks.
2. Share list with appropriate staff (people enforce “face mask policy, staff in isolation space, teachers, etc.)
3. Strictly enforce this policy
4. Continuously remind staff about this requirement.
5. Plexiglass is also an option to discourage the spread of the virus.
Section 6: Notify MDH of confirmed COVID-19 cases among students and staff (as required by Minnesota Rules, Chapter 4605.7050). An MDH inbox has been established for school COVID case reporting: health.schools.covid19@state.mn.us.

Person responsible: Samuel Yigzaw
1. Teachers and staff report confirmed case/s by calling 651 645 1000 ext. 122 or by email at covidhga@hgacademy.org

Section 7: Develop systems for notifying staff, families, and the public as needed if a person with COVID19 was on the school premises while infectious. Do this in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

Person responsible: Samuel Yigzaw
- Administration would put together a scenario that would be read to the Staff, families, and the public as needed, in the case of a possible case via a robocall.
- Identify all people possibly exposed and notify them.
- Notify appropriate local and State authorities.

**Requirement 9: Water and Ventilation Systems**

Section 1: Take steps to ensure that all water systems and features (e.g., sink faucets, drinking fountains) are safe to use after a prolonged facility shutdown.

Person Responsible: Maxamed Ahmed

Action plan:

   1.1 Follow CDC’s water Management Program toolkit to review the plumbing configuration and water usage in the building.

   1.2. The building water system components and the hot water system must be properly maintained.

   1.3. All water fixtures must be flushed of stagnant water before the building is opened. Water-using devices must be cleaned in addition to flushing.

   1.4. After the water feature has been refilled, disinfectant levels must be measured to ensure water is safe to drink.

Section 2: Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if
doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms, etc.) to students and staff using the facility.

Person responsible: Maxamed Ahmed

1.1 The HVAC system should be operated for at least 48 to 72 hours (flush out period) before occupants return.

Person responsible: Samuel Yigzaw

1.2 Add appropriate air purification devices to each RTU at both sites
1.3 Change RTU filters quarterly.

Person responsible: Maxamed Ahmed

1.4 The conditions of HVAC filters used during the flush out period should be carefully assessed prior to building occupancy and replaced with new filters.
1.5 After the building is occupied, conduct routine checks of the HVAC system.

Requirement 10: Water

Person responsible:

Section 1: Encourage staff and students to bring their own water, use cups, or other alternative procedures to minimize use and touching of water fountains

Person Responsible: Maxamed Ahmed

1. Flush all faucets for at least half an hour before school reopens.
2. Install/replace filling faucets
3. Hand hygiene products will be available right next to drinking fountains.

Person responsible: Laurie Mako and Abdulcadir Mohamud

4. Reach out to parents and students to educate/inform prior to reopening of school.
5. Add to August meeting agenda to inform staff
6. Users must perform hand hygiene before and after using one.
7. Encourage parents to provide reusable water bottles (school will ask for donations or purchase cheap ones for those who may not afford)
8. Schedule water bottle filling time.

Section 2: Clean and sanitize drinking fountains

Person Responsible: Maxamed Ahmed

1. Flush all faucets for at least half an hour before school reopens
2. Hand sanitizer made available at all filling stations.
3. Replace/add no touch water faucet.
4. Custodial will sanitize water fountain at scheduled time.

Section 3: Clean and disinfect transportation vehicles regularly, focusing on frequent cleaning of touched surfaces in the vehicle (e.g., surfaces near the driver’s seat, hard seats, door handles, seat belt buckles, light and air controls, doors and windows, grab handles) between routes.

Persons Responsible: Samuel Yigzaw

1. Add an addendum to the transportation contract requirements to this effect
   Person responsible: Maxamed Ahmed

1. Random visit/observe to verify.

Section 4: Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.

Same as above

Section 5 Follow the symptom screening protocol outlined in the Monitoring and Excluding for Illness section, above, for any person entering a school transportation vehicle.

Person responsible: Maxamed Ahmed

1. Refer to requirement 7, sections 2, 3, and 5

Section 6: Consider the option of a parent/guardian attestation. Individuals must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID19.

Persons responsibles: Samuel Yigzaw & Maxamed Ahmed

1. Communicate with parents/guardians that they can keep their child/children home if they are experiencing COVID-19 symptoms.
2. Parents/guardians and staff will call 651 645 1000 ext. 122 or email covidhga@hgacademy.org to report experiencing symptoms of covid-19 while at home
3. Sharon Cornely will monitor the hot-line regularly & communicate with appropriate person
4. Update emergency contact number (for students and staff)
5. Contact parent & arrange for student pickup
6. Ask transportation company to arrange extra vans to bring students to school (those who cannot board school bus due to high temperature and parents cannot be reached by phone)
7. Bus must not leave until student is picked up.

Section 7: Require that individuals who become ill during the day not use group transportation to return home.

- Create a plan for getting students home safely if they are not allowed to board the vehicle.
- If a driver becomes sick during the day, they must follow protocols outlined for people who are ill and must not return to drive students.

Person responsible: All supervisors

1. Person shall be moved to designated spaces (see previous sections) immediately.
2. Call parent/emergency contact person
3. Arrange for pick up by school transportation when parent/emergency contact person can’t provide one.

Section 8: Limit the number of people on transportation vehicles to 50% maximum occupancy.
   1. Ensure sufficient social distancing with at least 6 feet between people at all times. If distancing cannot be achieved
   See previous section on safe distancing

Section 9: Provide hand sanitizer to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children. Consider keeping windows open if appropriate and safe while the vehicle is in motion to help increase air circulation.

Person Responsible: Maxamed Ahmed
   1. Coordinate with transportation company

Requirement 11: Mental health

Provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness

Person responsible: Samuel Yigzaw
   1. Establish partnership with community based providers
   2. Compile a list of providers
   3. Make list of providers available to parents and staff (mail and webpage)
   4. Designate a person and publish his/her work number (duty is directing to appropriate resources/providers)
   5. Publish the phone number of the in-house social worker
   6. Designate a person and publish his/her work number (duty is directing to appropriate resources/providers)

Increase capacity to offer social support services by increasing the number of professionals onsite.
   1. Maintain existing relationship with Agate Social Service Agency (external consultant)

Encourage staff, students, and families to talk with people they trust about their feelings and concerns regarding COVID-19.
   • Make good use of our family liaisons.
   Educate via flyers, posters, etc. about talking to others

Resources for supporting mental health and wellness

Supporting Mental Wellbeing During COVID-19
www.health.state.mn.us/communities/mentalhealth/support.html
Mental Health Support mn.gov/covid19/for-minnesotans/get-help/mental-health.jsp

Tips and Resources for Children and Parents During COVID-19 (www.health.state.mn.us-communities/mentalhealth/children)


**Scenario 3**

**Requirement 1: Social distancing and minimizing exposure**

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<thead>
<tr>
<th></th>
<th>Person/s responsible</th>
<th>Plan of action (how will this be accomplished)</th>
<th>Indicators of success</th>
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<tbody>
<tr>
<td>Implement contactless pick up and/or delivery of meals and school materials.</td>
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<tr>
<td>Implement a school-age care program for critical workers.</td>
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