

# M.L.S. School

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## HEALTH & SAFETY SMART RESTART PLAN

MLS School Board Approved  
August 4, 2020

Revision: November 10, 2020

Revision: June 14, 2021

MLS School Families,

It has been a challenge for our entire community since March of 2020, but we hope you have found ways to cope and adjust to this unfortunate circumstance. Thank you to the students, staff, parents, and community members who have helped us succeed in these difficult times. The 2020-21 school year was challenging but we are proud of our students and their parents.

MLS Public School is proud of the fact that our students and staff were 100% in-person throughout the 2020-21 year. Our plan is to remain in person and return to as close to normal as possible during the 2021-22 year. Face coverings will not be required but will be optional. This is a choice left completely up to individual families. The district will of course, consider all practical and required steps in keeping our students, staff and community as safe as possible.

We realize that this plan may not address every question you have. But we must remain open to what is possible and consider all options so we can move forward.

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,

Keith Campbell  
Superintendent

Jim Vendsel  
School Board President

# Assumptions & Assurances

## MLS School believes:

- Every student should have the opportunity to engage in learning, regardless of the spread of COVID-19 in our community.
- Schools have a vital role in providing safe environments for students, focusing on both social-emotional and physical health.
- By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
- ~~Our district will make decisions based on the most current guidance from local, state, and national health care officials.~~
- Our School Board will ensure our plan meets the needs of our students, educators, staff and community.

## Our Planning Team

The MLS School's Return to Learning Plan was crafted and reviewed by a team consisting of the following:

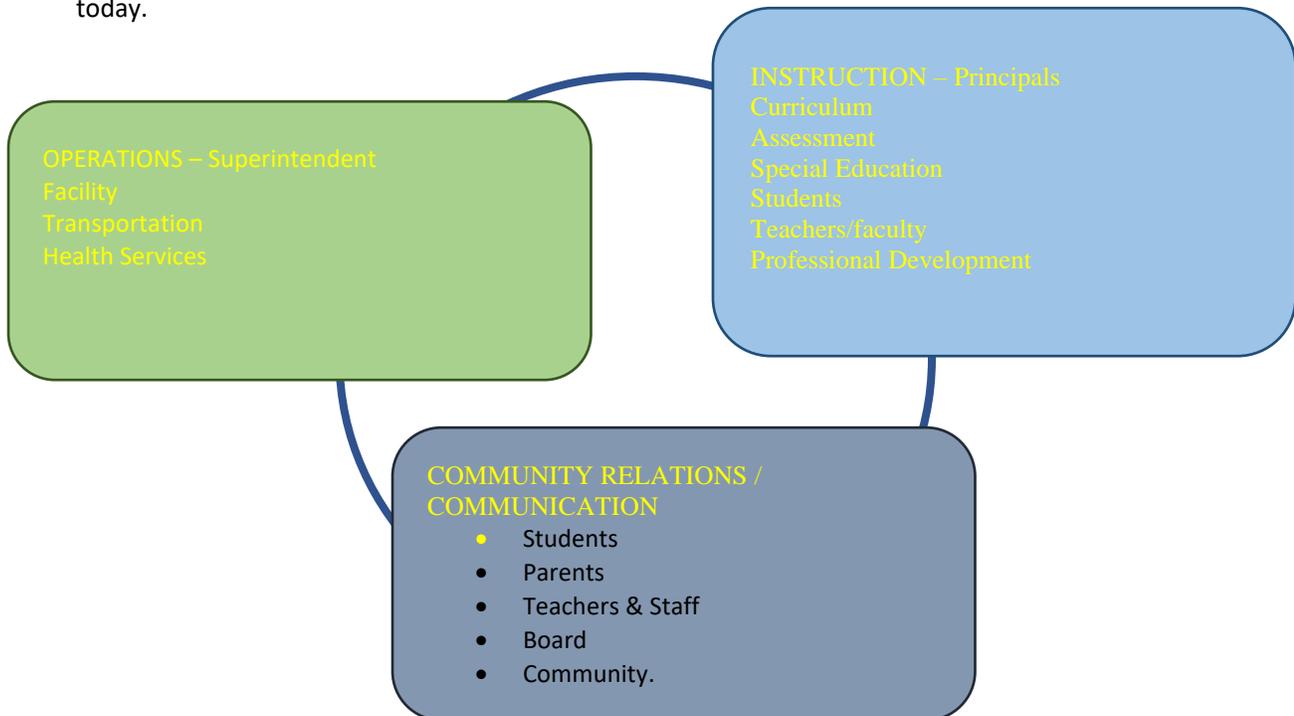
- Educators
- Parents
- (NDDoH)
- Local Health Department
- a School Board member
- Student
- School Principals

Input was gathered by surveys sent out to parents and staff to allow for a wide range of input, while maintaining social distancing.

Revisions have been presented to the board for approval. Each revision was not formulated by the planning team but is reflective of the ever-changing status of our educational environment.

## COVID-19 Response Team & Coordinators

This organizational structure was crafted to assist in the development and monitoring of the district return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the district responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a nimble and responsive process to address issues that may not be recognized today.



The three components have been identified as key operational teams. Each operational team will work to implement the return to learn plan and address challenges as they arise.

### COVID-19 Building Level Coordinators

Each school building will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. Coordinators will make themselves available to the NDDoH 24 hours a day / 7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will report cases of COVID-19, found in the school setting, to health officials and the State Superintendent's office.



*Superintendent Campbell* will assume the role of building level coordinator in all *MLS* School buildings. If the coordinator is unable to be reached the secondary contacts will be *Mr. Olson* and *Mrs. Asheim*.

# 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 First District Health. [ND Smart Restart Plan](#)



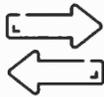
## Instructional Models

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. This is a guide as instructional models could be altered based on other factors, such as occupancy levels, age of children, and abilities to move certain classes online.



### Traditional Learning

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



### Virtual Academy

An off-site, remote learning model will be provided for k-12 students that choose not to start on-site and are concerned about returning this fall. Students who enroll in this option must do so for a full semester.



### Distance Learning (Google Classroom)

All instruction is provided off-campus through the use of distance learning resources or 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-and-guidance-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 no guarantee that our school will be without risk as it relates to COVID-19. The virus can be present on our buses, in our classrooms, and at our activities. 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 your hands upon entering the class
- 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 will be limited as much as possible.~~
- ~~When social distancing can't be maintained, face coverings will be required.~~
- ~~Visitors will be restricted in access to buildings. Parents should wait for students outside of the building while maintaining social distancing. Only the visitors approved by the principal will be allowed access into the building.~~

### *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.~~
- Enhanced cleaning routines are established by all staff and custodians.
- ~~Desks and work areas will be cleaned after each transition time.~~
- Classrooms will be cleaned nightly by custodial staff.

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



- The wearing of masks will **be an individual choice and optional** applied in some situations when social distancing can't be maintained.
- ~~Masks or face coverings will be worn by all students/staff as they enter school, leave school and by high school students in their hallways.~~
- ~~Educators 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.~~



## MLS COVID-19 PPE Guidance

STAFF	PPE
All staff (other than what is outlined)	<p><del>Required</del> to wear cloth face coverings when social distancing is not an option</p> <p><b>Required</b> to wear face coverings on school transportation (bus)</p> <p>Staff that have been vaccinated will have no restrictions.</p> <p>Non-vaccinated staff can choose to wear face coverings when in close contact to students or others. They will assume risks associated.</p>
All Students	<p><del>Required</del> to wear cloth face coverings when social distancing or cohort grouping is not possible. In hallways, on way to class, on way out of building.</p> <p><b>Required</b> to wear face coverings if using school transportation (bus)</p> <p>Face Coverings are optional</p>
Public facing staff (i.e. receptionists/clerical) unless plexiglass partition is in place.	<p><del>Required</del> face shield or cloth face mask</p> <p>Face Coverings are optional</p>
Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e. Nurse, SPED, EL, educator)	<p>Face coverings or face shield are <b>required</b>. This may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room.</p> <p>Face Coverings are optional</p>
All staff	<b>Face Coverings are optional</b>

All Students	Face coverings are optional.
All staff and students in school bus	Face coverings are optional

### 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 Before School handout).
- Staff and students who are sick should stay home.
- ~~Temperatures of symptomatic students or staff may be taken at the school.~~
  - ~~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. MLS 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 or Superintendent who will contact the family and discuss instructional model options.~~
- ~~The Principals and Superintendent will inquire of all employees if they are at-risk, based on a health professionals' diagnosis. The district will work in partnership with the employee to coordinate adjustments to the work schedule or workplace.~~
- When the NDDoH or First District health inform the district of a student or staff member that is COVID-19 positive that information will be passed on to the building principal / Superintendent

#### Isolation & Quarantine

- Definitions
  - 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.
- ~~MLS School will follow isolation and quarantine guidelines and directives as set by NDDOH and First District Health.~~

#### If a student or staff members becomes sick at school (or school event)

- Student
  - Direct / escort the child to the office.
  - ~~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.
- Staff

- Inform administration, arrange for a substitute
- 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.

### *Return to School*

- When a student or staff member has been isolated or quarantined as directed by NDDoH or First District 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 ft. of another individual for 15 min or greater.
- The school board in an emergency declaration can close the school or change the mode of instruction.
- If a school is closed for any length of time, the district will determine which mode of instruction will resume.
- The Superintendent will meet or speak with First District Health continuously to determine present level of phases and seek advisement on transition between phases.
- Governor in coordination with NDDoH may close a school or district at their discretion.

*You will need to work with your local health office to determine the criteria locally for closure*

## Operational Guidance

Blue / Green

Priorities:	<ul style="list-style-type: none"> <li>● <b>Keep in person learning, schools open, face to face when possible.</b></li> <li>● Ensure students and staff who are symptomatic stay at home.</li> <li>● Implement reasonable accommodations to reduce school-wide and community spread.</li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>● <del>Social distancing where possible and reasonable.</del> <ul style="list-style-type: none"> <li>○ <del>Distancing on a school bus will be unachievable, we require students and staff to wear face coverings.</del></li> </ul> </li> <li>● Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas.</li> <li>● Handwashing integrated throughout the day.</li> <li>● Hand sanitizer available throughout each building.</li> <li>● Support and train parents on use of technology tools and online curricular resources.</li> <li>● <del>Synchronous instruction to those who remain remote (off-site)</del></li> </ul>
Schools:	<ul style="list-style-type: none"> <li>● <del>Protective measures will be implemented in office spaces.</del></li> <li>● <del>Some school events, assemblies and gatherings may be changed or cancelled.</del></li> <li>● <b>Enhanced cleaning protocols and extra custodian maintained</b></li> <li>● <del>Access to campus will be limited. Only visitors approved by administration.</del></li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>● Students issued “technology” and trained on how to access online learning resources including LMS system adopted by school.</li> <li>● When possible splitting classes to smaller groups to enhance learning loss</li> <li>● <del>Limited use of shared materials and supplies.</del></li> <li>● <del>Desks arranged to allow for cohort groups and social distancing where possible and reasonable.</del></li> <li>● <del>Staff and students working in close proximity will be required to wear a face covering.</del></li> </ul>
Common Areas:	<ul style="list-style-type: none"> <li>● <del>Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups.</del></li> <li>● <del>Schedules may be altered to reduce cohorts passing in common areas.</del></li> <li>● Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.</li> <li>● <del>No before school recess—students report to first period cohort</del></li> <li>● <del>Face coverings worn when social distancing can’t be achieved (on way to lunch, in lunch line, after eating).</del></li> </ul>
Extracurricular& Activities:	<ul style="list-style-type: none"> <li>● Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</li> <li>● <del>Social distancing in concession areas and restroom lines</del></li> </ul>
Communications:	<ul style="list-style-type: none"> <li>● Share information about how to stop the spread of COVID-19.</li> <li>● <del>Students who want to remain in remote setting will be allowed to and receive off-site instruction from the district.</del></li> </ul>

# Yellow

Priorities:	<ul style="list-style-type: none"> <li>● <del>Ensure students and staff who are symptomatic stay at home.</del></li> <li>● <del>Maximize social distancing &amp; cohort where possible. Face coverings when social distancing is not possible.</del></li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>● <del>Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc). While other schools remain open and meeting students in person.</del></li> <li>● <del>Social distancing where possible.</del> <ul style="list-style-type: none"> <li>○ <del>Distancing on a school bus will be unachievable, we require face coverings while riding.</del></li> </ul> </li> <li>● Buildings routinely cleaned and disinfected.</li> <li>● Special focus on high touch/traffic areas.</li> <li>● Handwashing integrated throughout the day.</li> <li>● Hand sanitizer available throughout each building.</li> <li>● Support and train parents on use of technology tools and online curricular resources.</li> <li>● <del>Implement technology support line.</del></li> <li>● <del>Synchronous instruction to those who remain remote (off-site)</del></li> </ul>
Schools:	<ul style="list-style-type: none"> <li>● <del>Protective measures will be maintained in office spaces.</del></li> <li>● <del>Some school events, assemblies and gatherings may be changed or cancelled.</del></li> <li>● <del>Access to campus may be additionally limited, with new protocols.</del></li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>● <del>Students will be expected to engage in learning opportunities online using district LMS system on days they are not in school.</del></li> <li>● <del>Teachers are expected to make direct student/family contact at least 2 times per week.</del></li> <li>● <del>Limited use of shared materials and supplies when students are in school.</del></li> <li>● <del>Desks arranged to allow for cohort groups and social distancing where possible and reasonable.</del></li> <li>● <del>Staff and students working in close proximity will be required to wear a face coving.</del></li> </ul>
Common Areas:	<ul style="list-style-type: none"> <li>● <del>Groups will move in cohort groups when possible no before school recess</del></li> <li>● <del>Others will keep social distancing protocols in mind or wear face coverings.</del></li> <li>● <del>Limit some movement and alter some schedules to limit numbers</del></li> </ul>
Extracurricular & Activities:	<ul style="list-style-type: none"> <li>● <del>Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</del></li> <li>● <del>Potentially cancel concession</del></li> </ul>
Communications:	<ul style="list-style-type: none"> <li>● <del>Share information about how to stop the spread of COVID-19.</del></li> <li>● <del>Share technology support resources for parents.</del></li> </ul>

# Orange / Red

Priorities:	<ul style="list-style-type: none"><li>• Reduce the risk of community spread by closing schools.</li></ul>
Districtwide Practices:	<ul style="list-style-type: none"><li>• Online instruction will be used district wide in all courses at all grade levels.</li><li>• Instruction will focus on essential learning targets.</li><li>• Attendance and academic progress will be expected.</li><li>• Grading policies will not be suspended.</li><li>• Implement internet access extensions as needed around schools, to support distance learning for those that may not have it in their homes.</li><li>• Local food distribution may be implemented by food service program.</li></ul>
Schools:	<ul style="list-style-type: none"><li>• Closed to the general public except by special arrangement with the district office.</li><li>• <u>Small group meetings or instruction may be allowed</u>, particularly for special needs students or academic interventions.</li></ul>
Classrooms:	<ul style="list-style-type: none"><li>• Students will engage in learning at the home.</li><li>• Students will be expected to engage in learning opportunities online</li><li>• Teachers are expected to make direct student/family contact at least two times per week.</li></ul>
Extracurricular & Activities:	<ul style="list-style-type: none"><li>• Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.</li><li>• Athletic and other extra/co-curricular activities likely suspended.</li></ul>
Communications:	<ul style="list-style-type: none"><li>• Clear communication about academic expectations and grading shared with students and families.</li><li>• Share technology support resources for parents.</li><li>• Student/family support hot line opened.</li></ul>

**BEFORE  
SCHOOL**



Parents are asked to review this daily health checklist by answering these questions before sending their child to school.

(Parents do not need to send the questionnaire to school)

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Does your child have a fever of 100.4 or greater?

Yes\_\_\_\_ No\_\_\_\_

Does your child have a sore throat?

Yes\_\_\_\_ No\_\_\_\_

Does your child have an uncontrolled cough that causes difficulty breathing?

Yes\_\_\_\_ No\_\_\_\_

Does your child have diarrhea, vomiting or abdominal pain?

Yes\_\_\_\_ No\_\_\_\_

Does your child have a severe headache, especially with a fever?

Yes\_\_\_\_ No\_\_\_\_

Does your child have a new loss of taste or smell?

Yes\_\_\_\_ No\_\_\_\_



If **YES** to any of the questions **STOP!**

Do not send your child to school. If they do not have any of the two conditions below, follow usual sickness protocols.



If you are able to answer **NO** to all questions, go to school.

Did your child have close contact with a person with a confirmed case of COVID-19

Yes\_\_\_\_ No\_\_\_\_

Did the student travel to an area where the local health dept. is reporting large numbers of COVID-19? Yes\_\_\_\_ No\_\_\_\_

If the answer is Yes to any of these two questions, keep your child home 14 days or have them checked by their healthcare provider. IF the student tests negative they can return to school once their condition is under control.