

CAAEP Covid Plan 2020 – 2021

Scenario 1

In this scenario, schools will provide in-person learning for all students following increased safety guidelines to help minimize transmission of COVID-19. Safety protocol will meet the requirements set forth by the Minnesota Department of Health. For more information regarding those protocols and education plans under this scenario, please review the following information.

Health Expectations and Screening

- **Social Distancing and Minimizing Exposure**
 - Upon arrival at school, wearing masks, students will enter via their designated door and walk to their 1st hour class. Students will be reminded to keep social distancing and to stand and wait at the proper markings.
 - At departure times, students will remain in the classroom until their vehicle is called. At which time, they will be escorted to the vehicle with reminders to continue social distancing. Students need to wear a mask on buses and in vans.
 - Social distancing floor/seating markings in hallways and classrooms will be put on the floor and other areas to provide visual reminders of the 6 feet recommendation.
 - Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted.
 - Parents/guardians dropping off and/or picking up a child will be asked to call when they arrive, and the student will be dismissed to them instead of them coming into the building to sign their child out of school.
 - See transportation information for social distancing information on transportation.
 - Breakfast will be provided in the student's 1st hour class in order to maintain social distancing. Meals, snacks, and beverages served at school will be individually packaged wherever possible. Where individual packaging is not possible, food and beverages must be served directly to students. As always, the safety of children with food allergies will be ensured. Lunches will be served to students in their 4th period classes to keep social distancing.
 - Students eligible for open lunch and who choose to leave the building cannot return to the building until 3 minutes before 5th period. There can be no wondering in the halls during the lunch period.
 - Visual aids will be used 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).

- Frequent reminders will be provided for students and staff to stay at least 6 feet apart from one another when feasible.
- The entry of the office will be taped (on the floor) to provide for social distancing. Any staff, students, or other persons needing something will stop at the door, entering one person at a time and exiting through the counselors door. During before school and after school time, if a staff member needs to access something in the office, he or she may enter the office one person at a time and speak with the Head Secretary (Misty Tyman).
- Health Screening Upon arrival
 - Staff member:
 - Each staff member will be provided with a list of the health screening questions which are required to be reviewed prior to coming to work each day.
 - A staff member will "sign off" stating he/she is symptom free and has reviewed the information when he/she enters the building using his/her fob. If the staff member brings anyone into the building with them, they are required to complete the screening and sign off on the clipboard located in the office. The fob systems track those that are coming into the building so we can use that data as well if we need to contact trace. All Cloquet staff have fobs and are tracked using the fob information.
 - Students:
 - Student health screening will be conducted by parents/guardians prior to coming to school.
 - When the student enters the building, he/she will be observed for any symptoms.
 - If the student appears to be symptom free, the student will report to 1st hour.
 - If symptoms are observed, he/she will be escorted to the health area located in the lobby by door #2 and a parent/guardian will be notified.
 - Routine other agency workers entering the building to conduct scheduled activities/tasks:
 - Each worker will report to the office door and request to sign in.
 - Each worker will be expected to have reviewed the health screening questions and sign off that they have reviewed the information and are symptom free.
 - They will complete all necessary information on the sign in sheet on the clipboard located in the office.

- If they are meeting with someone, information regarding which staff and students they were in contact with will also be logged on the sign in form.
- Each person will also document time of departure from the building.
- The student the person is seeing will be brought to the worker. When the worker is done, the person needs to wait by the door until staff return the student to his/her classroom.
- Masks must be worn at all times in the building
- Parents/guardians:
 - Parents/guardians will be encouraged to pick up and drop off students without entering the building.
 - If there is a need for them to enter the building, they will be required to review the health screening information and complete the sign in and out sheet located on the clipboard in the office.
 - Masks must be worn at all times in the building
- Protecting Vulnerable Populations

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
- Parents/guardians can request distance learning at any time if they feel uncomfortable with their student attending in person programming, or if the student and/or the family has been exposed to or been diagnosed with/tested positive for covid-19. If a student is experiencing symptoms, the parents/guardians may also request distance learning for the duration of the symptoms.
- Staff will work with parents to 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. Training will be provided to school staff regarding the accommodations necessary for

reducing the risk for a student. Training will be documented and shared with parents/guardians.

- Staff are provided with protective face coverings and shields. Classrooms and halls are also stocked with hand sanitizer and the recommended cleaning solution for disinfecting surfaces.
 - Staff who are deemed “high risk” will need speak to your building principal immediately
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- **Face Coverings and Face Shields**
 - Staff and students will wear cloth face coverings and /or face shields as much as possible throughout the day.
 - Staff will be provided with 2 cloth masks and a face shield for their use. They also will be provided with training materials for their use and cleaning/disinfecting.
 - Students will be provided with 1 cloth mask for use each day and training on how to use them. Students cannot ride in school transportation or enter the school building without a mask.
 - 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.
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- **Hygiene Practices**
 - **Hygiene Supplies**
 - Staff will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used. Soap and paper towels are located at each sink in the restroom. Hand sanitizer is in each classroom, hall stations, and in the office. Each classroom and the office are also equipped with disinfectant wipes and/or cleaning solution and paper towels for cleaning surfaces. Staff are trained in the use of both the wipes and the cleaning solution.
 - The Head Secretary (Misty) maintains the inventory of all appropriate supplies and is responsible for ordering supplies in a timely manner to ensure there are adequate supplies on hand.
 - Hand sanitizer is located at the entrances of the building which staff and students use. The building custodial staff is responsible for maintaining an adequate supply each day, however, if staff notice supplies are low, they are responsible for notifying the Head

Secretary. If notified, the Head Secretary will follow up with the custodial staff to get the supplies replenished.

- **Hand Washing**
 - Staff will build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities.
 - Staff will teach, practice and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
 - Staff will supervise the use of hand sanitizer by students.
 - Staff will ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.
 - Staff will reinforce hand washing by staff and students 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
- **Media, posters, and other tactics will be used to promote health etiquette expectations in highly visible locations.**

- **Cleaning, Disinfecting and Materials Handling**
 - **Cleaning and Disinfecting**
 - A schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day will be implemented by staff and contracted custodial staff. Staff will use disinfectant wipes and the cleaning solution in order to clean desks, chairs and tables as necessary throughout the school day.
 - Custodial staff will use disinfectant materials to clean highly touched areas.
 - Staff will ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Cleaning and disinfecting products will be stored safely away from children.
 - **Materials Handling**
 - Each staff member will have an individual kit with the materials and supplies they need to complete assigned tasks and activities each day.
 - Students and staff will each be assigned an electronic device in which to complete online activities and required paperwork. Devices will not be shared. When staff need to teach students how to do things on their own device, staff will verbally instruct the student or use a visual while the student operates the device.
 - Staff will limit materials which are used by multiple students. If there is a need to use multiple person materials, the materials will be

cleaned and disinfected prior to use by any other students or staff. If the materials are not able to be cleaned, they will be put into storage for at least 7 days prior to the next use. (ex. The teacher determines that a particular game will teach a concept. Two students will use the game with the least amount of physical contact. The game is then put into storage for a week before it is used again.) Students will sit as far apart as much as possible. They will use hand sanitizer or hand washing prior to and after the use of the materials. The students will also wear cloth masks while using the materials.

- Non disposable food service items will be handled minimally and washed with hot water and soap or in a dishwasher.
- Staff are discouraged from using materials which are difficult to clean or disinfect.

- **Monitoring and Excluding for Illness**

- Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students will be encouraged to self-monitor for symptoms throughout the day.
- Staff who develop symptoms during the school day must notify the principal or the Head Secretary in the school building immediately. If the staff member can transport him/herself home, he/she will go home, and office staff will check to make sure he/she has made it home. If the person is not able to drive home, the emergency contact for the staff person will be called. The sick staff person will be directed to wait in the designated health services area until their ride arrives. If at any time, the staff person needs emergency services, 911 will be called. The district nurse or other designated staff person will observe the sick staff member until his/her ride arrives.
- Students who develop symptoms during the day must notify a staff member in their classroom. The staff member will notify the principal, or the Head Secretary of the symptoms displayed by the student. The student will be moved to the designated health services area and his/her temperature will be taken. The staff will notify the student's parent/guardian of the symptoms and will ask if the parent/guardian noticed any symptoms. The administrator and parent will follow the decision tree to make decisions based on the symptoms and the guidance from MDH.

- **Handling Suspected or Confirmed Positive Cases of COVID-19**

- The district nurse will respond to any staff or student suspected of or confirmed positive for covid-19.
- Mrs. Hyde, principal, will help coordinate with local health authorities regarding positive COVID-19 cases.

- Staff and families should call the administrator to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). The administrator will work with the staff and family to meet the needs of the person unable to be at school.
- Signage will be posted at the main entrance(s) requesting that people who have been symptomatic not enter the building.
- Require that staff and students stay home if:
 - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria (see MDH Decision Tree) for return.
 - They have recently had close contact with a person with COVID-19, until they meet criteria for return.
 - Follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (PDF) to determine who must stay home and when staff or students may return.
- If a person comes to school who should have stayed home:
 - Immediately isolate symptomatic individuals in the designated space at school and send them home.
 - Staff will 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. Both the symptomatic student and the supervising adults should wear a cloth face covering or a surgical mask.
 - 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.
 - Implement cleaning and disinfecting procedures following the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs (www.health.state.mn.us/diseases/coronavirus/schools/clean.html).
 - Develop a plan for how to transport an ill staff member home or to medical care if needed. Call 911 if needed.
 - Mrs. Hyde will 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.
 - 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.

- Staff will move any student needing to stay home to the distance learning plan. The staff maintain the regular daily schedule, while on google meet for the distance learners. The lesson will be recorded and uploaded to Schoology for future use if needed.
- The administrator will work with any staff needing to stay home to implement work from home tasks if possible.

- **Water and Ventilation Systems**

- The water and ventilation systems are controlled and maintained by the Cloquet School District.

- **Transportation**

- The students attending the CAAEP are transported to and from the school by the district who referred them. Each of those districts have their own transportation plans and their drivers are responsible for implementing the plan for each scenario.
- If anyone has questions or concerns about the plans, they should contact the administrator or the transportation director for the referring district.

- **Mental Health and Wellness**

- Staff, families, and students (age-appropriate) will be provided with information on how to access resources for mental health and wellness.
- The FSSW and CAAEP staff will contact each family requesting support at least weekly to offer support and help families connect with any services they may need.
- Students who are connected to mental health services will continue to receive those services based on the plans the individual mental health agencies have in place. The FSSW (Carolyn Golen) and CAAEP staff will work cooperatively with the mental health agencies to ensure those plans continue.
- If a student is not receiving mental health services and families want to have services provided for their child, the FSSW and CAAEP staff will assist families with setting up the services.
- Staff, students, and families will be encouraged to talk with people they trust about their feelings and concerns regarding COVID-19.

Nutrition

- **Breakfast**

- Staff will offer breakfast to students each morning in the student's 1st hour class. For students wanting breakfast, staff will bring breakfast to students at

their desk. When the student is finished with breakfast, the staff member will offer the garbage can and the desk or table will be cleaned off with the cleaning solution and paper towels.

- Lunch
 - Students have a choice of bringing a lunch from home or ordering hot lunch. This year there will be only 1 option for students ordering hot lunch available from the Cloquet School District. Each morning, students will order their lunch. Staff members will notify the Head Secretary and she places the order with the Cloquet foodservice director.
 - At lunch time, staff members will go to the cafeteria at the specified time to get the lunches for each student. The lunches will be served by the foodservice staff member and put onto the cart for each classroom. The staff member will distribute the lunches to students while they sit at their assigned desk/workspace in 4th hour. Students will take off their mask and enjoy their lunch.
 - When lunch is over, students will put their trays back on the carts and the staff member will bring the trays back to the cafeteria. The staff member will use gloves to empty the trays and return them to the used tray window. Foodservice staff will wash all trays using the dishwasher. (Utensils are throwables, so they go in the trash.)
 - Students will wash hands or use hand sanitizer and then they will put on their cloth mask.

Internet and Device Access

- Each student will have chrome books issued to them at the beginning of the school year. Staff will work with each student to teach the students how to use the chrome books and how to access the resources needed to complete the assigned tasks and activities. One chrome book will stay at school and the other will stay at home.
- Staff will contact families to determine the level of internet access at the family's house in order to plan for times when there needs to be hybrid or distance learning. If families do not have access to the internet, they will be informed that if the child needs to move to hybrid or distance learning, a hotspot will be provided for the chrome book to access the internet.

Attendance

- Students and teachers participate in classes at the school site for the regular school day. Attendance is taken daily and students who are enrolled generate membership. **There is an established daily schedule.** Students scheduled to participate for less than the full school day are reported as part time.
- Students who are unable to attend on-site due to reasons related to Covid-19 will refer to the distance learning model:
 - Remote class participation: schools and students with the technology that allows students to remotely participate in their class for the full school day

generate full-time membership. Membership for students who participate for less than the full school day is reduced proportionately.

- Teachers must maintain daily participation records for each student that supports the student's attendance and membership reported. Daily teacher instructional contact may be provided via live interactive video calls, instructional management websites, email exchanges and/or phone calls. Documented interaction with a teacher must exist for the student to be considered in attendance.
- Staff will follow up with parents/guardians about student absences and will develop a plan to support families with the situations they experience. If a student can participate in distance learning during their absence, it will be recorded as distance learning but will not be considered an absence. If the student is unable to participate at school and not able to participate in distance learning, the student will be marked absent and staff will work with families to develop a plan to address the student's absence.

Communication with Students, Families and Staff:

Communication with students, families and staff will be provided via phone, email, texting, school messenger, google voice, google meet.

1. Draft will be shared with staff and input from them gathered. Revisions made when possible.
2. The draft will be sent to families and input from them gathered and revisions (when possible) will be made to the draft.
3. Final draft will be published and sent to all stakeholders.

Activities and Athletics

CAAEP sponsors no extra-curricular activities.

After School Programming

CAAEP provides Extended Day High School for credit recovery from 4 pm to 6 pm Monday evenings both in person or remotely. All tests and quizzes need to be taken in person.

Scenario 2

In this scenario, schools will provide a mix of in-person and distance learning for students and will follow increased safety guidelines to help minimize transmission of COVID-19. Safety protocol will meet the requirements set forth by the Minnesota Department of Health. For more information regarding those protocols and the education plan under this scenario, please review the following information.

Health Expectations and Screening

- **Social Distancing and Minimizing Exposure**
 - Upon arrival at school, wearing masks, students will enter and walk to their 1st hour class. Students will be reminded to keep social distancing and to stand and wait at the proper markings.
 - At departure times, students will remain in the classroom until their vehicle is called. At which time, they will be escorted to the vehicle with reminders to continue social distancing.
 - Social distancing floor/seating markings in hallways and classrooms will be put on the floor and other areas to provide visual reminders of the 6 feet recommendation.
 - Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted.
 - Parents/guardians dropping off and/or picking up a child will be asked to call when they arrive, and the student will be dismissed to them instead of them coming into the building to sign their child out of school.
 - See transportation information for social distancing information on transportation.
 - Breakfast will be provided in the student's 1st hour class in order to maintain social distancing. Meals, snacks, and beverages served at school will be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages must be served directly to students. As always, the safety of children with food allergies will be ensured. Students will remain in their 4th hour class and eat lunch there.
 - Visual aids will be used 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).
 - Frequent reminders will be provided for students and staff to stay at least 6 feet apart from one another when feasible.
 - The entry of the office will be taped (on the floor) to provide for social distancing. Any staff, students or other persons needing something will stop at the door, entering one person at a time and exiting the counselor's door.

During before school and after school time, if a staff member needs to access something in the office, he or she may enter the office one person at a time.

- Health Screening Upon arrival
 - Staff member:
 - Each staff member will be provided with a list of the health screening questions which are required to be reviewed prior to coming to work each day.
 - A staff member will "sign off" stating he/she is symptom free and has reviewed the information when he/she enters the building using his/her fob. If the staff member brings anyone into the building with them, they are required to complete the screening and sign off on the clipboard located in the office. The fob systems track those that are coming into the building so we can use that data as well if we need to contact trace. All Cloquet staff have fobs and are tracked using the fob information
 - Students:
 - Student health screening will be conducted by parents/guardians prior to coming to school.
 - When the student enters the building, he/she will be observed for any symptoms.
 - If the student is symptom free, the student will be sent to class.
 - If symptoms are observed, he/she will be escorted to the health area located in the lobby by door #2.
 - Routine other agency workers entering the building to conduct scheduled activities/tasks:
 - Each worker will report to the office door and request to sign in.
 - Each worker will be expected to have reviewed the health screening questions and sign off that they have reviewed the information and are symptom free.
 - They will complete all necessary information on the sign in sheet on the clipboard located in the office.
 - If they are meeting with someone, information regarding which staff and students they were in contact with will also be logged on the sign in form.
 - Each person will also document time of departure from the building.
 - The student the person is seeing will be brought to the worker. When the worker is done, the person needs to wait by the door until staff return the student to his/her classroom.
 - Masks must always be worn whilst in the building

- Parents/guardians:
 - Parents/guardians will be encouraged to pick up and drop off students without entering the building. Call the CAAEP office (218) 879-0115, and ask to have your child released.
 - If there is a need for them to enter the building, they will be required to review the health screening information and complete the sign in, and out sheet located on the clipboard in the office.
 - Masks must be worn at all times in the building
- Protecting Vulnerable Populations

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
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- Parents/guardians can request distance learning at any time if they feel uncomfortable with their student attending in person programming or if the student and/or the family has been exposed to or been diagnosed with/tested positive for covid-19. If a student is experiencing symptoms, the parents/guardians may also request distance learning for the duration of the symptoms.
 - Staff will work with parents to 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. Training will be provided to school staff regarding the accommodations necessary for reducing the risk for a student. Training will be documented and shared with parents/guardians.
 - Staff are provided with protective face coverings and shields. Classrooms and halls are also stocked with hand sanitizer and the recommended bleach solution for disinfecting surfaces.
 - Staff considered "high risk" are to notify the building principal immediately.

- **Face coverings and Face Shields**
 - Staff and students will wear cloth face coverings and /or face shields as much as possible throughout the day.
 - Staff will be provided with 2 cloth masks and a face shield for their use. They also will be provided with training materials for their use and cleaning/disinfecting.
 - Students will be provided with a cloth mask for use each day and training on how to use them. Students must wear a mask while riding in any school vehicle and cannot enter the school building without a mask.
 - 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.

- **Hygiene Practices**
 - **Hygiene Supplies**
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 - The Head Secretary maintains the inventory of all appropriate supplies and is responsible for ordering supplies in a timely manner to ensure there are adequate supplies on hand.
 - Hand sanitizer is located at the entrances of the building which staff and students use. The building custodial staff is responsible for maintaining an adequate supply each day, however, if staff notice supplies are low, they are responsible for notifying the Head Secretary. If notified, the Head Secretary will follow up with the custodial staff to get the supplies replenished.
 - **Hand washing**
 - Staff will build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities.
 - Staff will teach, practice and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
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 - Staff will reinforce hand washing by staff and students 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
 - Media, posters, and other tactics will be used to promote health etiquette expectations in highly visible locations.

- **Cleaning, Disinfecting and Materials Handling**
 - **Cleaning and Disinfecting**
 - A schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day will be implemented by staff and contracted custodial staff. Staff will use disinfectant wipes and the cleaning solution in order to clean desks, chairs and tables as necessary throughout the school day.
 - Custodial staff will use disinfectant materials to clean highly touched areas.
 - Staff will ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Cleaning and disinfecting products will be stored safely away from children.
 - **Materials Handling**
 - Each staff member will have an individual kit with the materials and supplies they need to complete assigned tasks and activities each day.
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 - Staff are discouraged from using materials which are difficult to clean or disinfect.

- **Monitoring and Excluding for Illness**
 - Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students will be encouraged to self-monitor for symptoms throughout the day.
 - Staff who develop symptoms during the school day must notify the principal or the Head Secretary in the school building immediately. If the staff member can transport him/herself home, he/she will go home, and office staff will check to make sure he/she has made it home. If the person is not able to drive home, the emergency contact for the staff person will be called. The sick staff person will be directed to wait in the designated health services area until their ride arrives. If at any time, the staff person needs emergency services, 911 will be called. The district nurse or other designated staff person will observe the sick staff member until his/her ride arrives.
 - Students who develop symptoms during the day must notify a staff member in their classroom. The staff member will notify the principal, or the Head Secretary of the symptoms displayed by the student. The student will be moved to the designated health services area and his/her temperature will be taken. The staff will notify the student's parent/guardian of the symptoms and will ask if the parent/guardian noticed any symptoms. The administrator and parent will follow the decision tree to make decisions based on the symptoms and the guidance from MDH.

- **Handling Suspected or Confirmed Positive Cases of COVID-19**
 - The district nurse will respond to any staff or student suspected of or confirmed positive for covid-19.
 - Mrs. Hyde, school principal, will help coordinate with local health authorities regarding positive COVID-19 cases.
 - Staff and families should call the administrator to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). The administrator will work with the staff and family to meet the needs of the person unable to be at school.

- Signage will be posted at the main entrance(s) requesting that people who have been symptomatic not enter the building.
- Require that staff and students stay home if:
 - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria (see MDH Decision Tree) for return.
 - They have recently had close contact with a person with COVID-19, until they meet criteria for return.
 - Follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (PDF) to determine who must stay home and when staff or students may return.
- If a person comes to school who should have stayed home:
 - Immediately isolate symptomatic individuals in the designated space (door #2 lobby) at school and send them home.
 - Staff will 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. Both the symptomatic student and the supervising adults should wear a cloth face covering or a surgical mask.
 - 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.
 - Implement cleaning and disinfecting procedures following the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs (www.health.state.mn.us/diseases/coronavirus/schools/clean.html).
 - Mrs. Hyde will 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.
 - 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.
 - Staff will move any student needing to stay home to the distance learning plan. The staff maintain engagement and learning schedules for students who cannot be physically present in the classroom due to illness or exposure.
- - The administrator will work with any staff needing to stay home to implement work from home tasks if possible.

- Water and Ventilation Systems
 - The water and ventilation systems are controlled and maintained by the Cloquet School District.
- Transportation
 - The students attending the CAAEP are transported to and from the school by the district who referred them. Each of those districts have their own transportation plans and their drivers are responsible for implementing the plan for each scenario.
 - If anyone has questions or concerns about the plans, they should contact the administrator or the transportation director for the referring district.
- Mental Health and Wellness
 - Staff, families, and students (age-appropriate) will be provided with information on how to access resources for mental health and wellness.
 - The FSSW (Carolyn Golen) and CAAEP staff will contact each family requesting support at least weekly to offer support and help families connect with any services they may need.
 - Students who are connected to mental health services will continue to receive those services based on the plans the individual mental health agencies have in place. The FSSW and CAAEP staff will work cooperatively with the mental health agencies to ensure those plans continue.
 - If a student is not receiving mental health services and families want to have services provided for their child, the FSSW and CAAEP staff will assist families with setting up the services.
 - Staff, students, and families will be encouraged to talk with people they trust about their feelings and concerns regarding COVID-19.

Nutrition

- Meals for In Person Sessions:
 - Breakfast
 - Staff will offer breakfast to students each morning in 1st hour. For students wanting breakfast, Staff will bring breakfast to students at their desk. When the student is finished with breakfast, a staff member will offer the garbage can and the desk/table will be cleaned with the cleaning solution and paper towels.
 - Lunch
 - Students have a choice of bringing a lunch from home or ordering hot lunch from the cafeteria. This year there will be only 1 option of hot lunch a day. Each morning, students will order hot lunch if they want.

- Staff members will notify the Head Secretary and she places the order with the Cloquet foodservice director.
- At lunch time, a staff member will go to the cafeteria at the specified time to get the lunches for each student. The lunches will be served by the foodservice staff member and put onto the cart for each classroom. The staff member will distribute the lunches to students while they sit at their assigned desk/workspace. Students will take off their mask and enjoy their lunch.
 - When lunch is over, students will put their trays back on the carts and the staff member will bring the trays back to the cafeteria. The staff member will use gloves to empty the trays and return them to the used tray window. Foodservice staff will wash all trays using the dishwasher. (Utensils are throwables, so they go in the trash.)
 - Students will wash hands or use hand sanitizer and then they will put on their cloth mask.
- Meals for Distance Learning Sessions:
 - Lunch
 - During the in-person session, each student will order lunch for the distance learning sessions. These orders will be called in to the foodservice director along with the in-person lunch orders.
 - The Foodservice staff will pack lunches to go home for the distance learning sessions during the hybrid scenario.
 - At the end of the in-person session, each student who ordered take home meals for distance learning days will be given a bag of the lunches each of the distance learning sessions. Students will take them home. Parents/guardians will be advised that the lunches need to be refrigerated until they are eaten.

Internet and Device Access

- Each student will have chrome books issued to them at the beginning of the school year. Staff will work with each student to teach the students how to use the chrome books and how to access the resources needed to complete the assigned tasks and activities.
- Staff will contact families to determine the level of internet access at the family's house in order to plan for times when there needs to be hybrid or distance learning. If families do not have access to the internet, they will be provided with a hotspot which is connected to the Chromebook in order for the child to access the internet and complete his/her educational activities and tasks.
- Students will keep one chrome book at school and one chrome book will be sent home. If a child needs to have a hotspot to access the internet, the hotspot will be configured to the student's home chrome book

- During the distance learning days of the hybrid schedule, students are expected to be online during their regularly scheduled classes as the teachers are on Google meet live while they are teaching in the classroom. The lessons will be uploaded to Schoology so students can refer to them later if needed.
- Attendance

Hybrid instruction will be provided on a schedule depending on the school district the student is from and the days assigned to that district to be in school (ex. Monday and Tuesday will be some districts time to be in school and Thursday and Friday will be the other districts days to be in school while on a hybrid schedule. Wednesdays are distance learning days unless the student is required to be in school (eg. IEP, poor or no internet.) Each student and teacher have a daily schedule that supports the length of the school day reported, the dates of instruction, the classes in which the student is enrolled, and the student's Percent Enrolled as reported on MARSS. Students participating for less than the full scheduled school day are reported as part time.

- **In Person Sessions and Distance Learning Sessions:** Students and teachers participate in classes at the school site or on Google meet for the regular school day. Attendance is taken daily and students who are enrolled generate membership. Each class has an established daily schedule. Students scheduled to participate for less than the full school day are reported as part time.

Distance Learning Sessions:

- Students at CAAEP alternate between attending at the school site and participating in remote instruction on a rotating schedule. For example, some students will attend in person Monday and Tuesday and the other students will attend on Thursday and Friday. On Wednesday all students are doing distance learning and the teacher delivers instruction at the same time through distance learning to students who are off-site. All students in the class have the same daily schedule but would alternate between on-site and remote/off-site days. This reduces the student's time in the classroom allowing for other classes to use the room on alternate days. It also allows all students the opportunity to attend at the school site.
- A subset of students in a class or classroom could attend at the school site for the scheduled class time while other students in the class or classroom participate remotely. All of the students in the class would receive the same instruction at the same time on the same schedule, i.e., some students in the classroom and some remotely/off-site. The students would alternate physical attendance schedules allowing all students who are able to attend at the school site. This allows for social distancing for students and teachers while giving all students the opportunity to attend at the school site.
- For schools and students without adequate technology, either of the first two scenarios could be used for onsite instruction. On days that the students are

receiving distance learning off-site they are provided with recorded videos and/or coursework that they are expected to review and complete at home and return to the teacher the next time the class meets on-site. Attendance must be taken for both the on-site and off-site instructional days.

- Under any of these scenarios, students with special learning needs or situations could attend at the school site more frequently, up to full-time. Under any of these scenarios, students who are unable to attend at all for the on-site portion of the day or week could participate fully online by remote, synchronous instruction. The scheduled instructional time generates student membership, whether provided on-site or off-site. Students who are expected to attend for less than the full school day are reported as part time.

Daily attendance is taken whether the student is on-site or receiving instruction off-site. Students without documented participation are reported as absent, including both the on-site and the off-site instructional time.

- Students who are unable to attend on-site due to reasons related to Covid-19 will be included via the distance learning model:
 - Remote class participation: schools and students with the technology that allows students to remotely participate in their class for the full school day generate full-time membership. Membership for students who participate for less than the full school day is reduced proportionately.

Communication with Students, Families and Staff

CAAEP communicates with students, families and staff via the following modalities:

Phone, text, Google hang outs, Google meet, school Messenger, and email.

1. Draft will be shared with staff and input from them gathered. Revisions made when possible.
2. The draft will be sent to families and input from them gathered and revisions (when possible) will be made to the draft.
3. Final draft will be published and sent to all stakeholders.

Activities and Athletics

CAAEP does not sponsor extra-curricular activities.

After School Programming

CAAEP provides Extended Day High School for credit recovery on Mondays from 4pm to 6pm. Either in person with distance learning.

CAAEP Distance Learning Plan Scenario 3 Plan - Distance Learning (Revised)

The staff at CAAEP appreciates the partnerships we have with students, parents and guardians. In order to make our new way of learning and teaching work during the Distance Learning Scenario, we will all need to work together to keep ourselves and each other as healthy as possible and to learn and grow throughout the school year.

During <u>Distance Learning</u> , CAAEP will:	During <u>Distance Learning</u> , CAAEP staff will:	During <u>Distance Learning</u> , each student will:	During <u>Distance Learning</u> , parents/guardians will:
<ul style="list-style-type: none"> • Increase communication regarding the current COVID-19 data • Regularly check in with each student's parent/guardian to ask how distance learning is working and to see if there are improvements to make • Conduct Health Screening of all staff who enter the school • Provide each staff a cloth mask and shield to wear • Provide a chromebook for each student to use during distance learning • Facilitate chromebook training for all staff and students • Ensure all students are able to access the internet from home if distance learning is necessary, provide hotspots if necessary • Provide meals for students on distance learning days • Monitor data to move from distance to hybrid or in person as soon as possible • Allow parents/guardians to continue distance learning if uncomfortable sending students back to school 	<ul style="list-style-type: none"> • Wear a cloth mask and follow the health and safety protocols • Teach, practice and encourage students to follow health and safety protocols within their home environment • Work with Students and Parents to update student's IEP to include the updated plans to address hybrid and distance learning • Provide instruction for each student to enable them to make progress on state standards and earning credit for graduation (High School) Work on identified skills as illustrated in each student's (CLP) • Problem solve when issues arise • Communicate with parents regularly regarding the student's progress • Teach students how to use the chromebook to complete assigned tasks • Follow distance learning plans for all students 	<ul style="list-style-type: none"> • Participate in class during scheduled class times. • Follow directions from staff and complete assigned tasks • Communicate with staff if there is a concern or if not feeling well • Use daily schedule to follow through on educational requirements • Use materials and chromebooks responsibly to complete assigned digital tasks • During google meets sessions, interact respectfully with classmates and staff • Use tools to get questions answered during task completion • If using a hotspot. Only use the hotspot for school work as you have a limited amount of internet time on it and you will need it for school work. 	<ul style="list-style-type: none"> • Notify CAAEP office if the student or family member has been exposed to COVID-19 or is experiencing symptoms of COVID-10 • Communicate with CAAEP staff if there are concerns or if your child or family is in need of services • Participate in planning for each scenario as part of an IEP meeting when necessary • Provide encouragement, time and space for the student to attend distance learning sessions and complete assigned distance learning tasks based on the student's individual plan • Communicate with CAAEP staff if there are concerns about the student's individual schedule or if the student is having difficulty engaging with the assigned work • Ensure the chromebook, charger and (if needed) hotspot are kept safe and secure