

## 21-22 AASC Reopening Plan

Area of Focus	Procedure	Who responsible
<b>Health Screening</b>		
<ul style="list-style-type: none"> <li>• Quarantines and Isolation</li> </ul>	<p>**This may change as additional guidance from MDH is given.</p> <ul style="list-style-type: none"> <li>• Quarantines of any length will not be required for staff or student</li> <li>• Testing is recommended 3-5 days after each known exposure</li> <li>• 10 day Isolation is required for staff and students</li> <li>• Staff will not be paid for any quarantine or isolation, however staff may use PTO if available</li> <li>• Students will not be penalized for COVID-related absences</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Temp Screening - Students                             <ul style="list-style-type: none"> <li>• Arrival</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Student temps will NOT be taken upon arrival. This may change as additional guidance from MDH is given.</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Temp Screening - Students                             <ul style="list-style-type: none"> <li>• During the school day</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Classroom teachers will take their student's temps as needed.</li> <li>• Students with a temp (100.4 F) will be sent to nurse.</li> </ul>	Classroom Teachers
<ul style="list-style-type: none"> <li>• Temp Screening – Staff                             <ul style="list-style-type: none"> <li>• Arrival</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Staff will NOT be required to check their temp upon arrival. This may change as additional guidance from MDH is given.</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Thermometers, body temp scanner, etc are on hand should the need to take daily temps arise.</li> <li>• PPE and disinfectant supplies will be housed in room #225</li> <li>• Cleaning rags will be housed in the entrance to the stage (located by the staff lounge). Each room may have one cleaning rag at a time. When dirty, put the rag in the dirty hamper and take a clean rag from the clean hamper. Rags will be washed daily by the Health and Student Care Coordinator.</li> </ul>	N/A
<ul style="list-style-type: none"> <li>• Quarantine Room Procedures</li> </ul>	<p>**This may change as additional guidance from MDH is given.</p> <ul style="list-style-type: none"> <li>• There is not a designated Quarantine room.</li> <li>• Should an exposure situation arise, the families, students, and staff will be notified as soon as possible.</li> <li>• If the school is contacted about a positive case of a student in attendance, the teacher will be notified as soon as possible and the student will be pulled. A staff member will be designated to supervise the student until they are picked up.</li> </ul>	Front Office Staff Supervisor of QR

	<ul style="list-style-type: none"> <li>Teachers should have a grade level packet prepared should this situation arise.</li> <li>For pick-up procedure of students see Front Office Visitor Procedures (Student Pick-up)</li> </ul>	
<ul style="list-style-type: none"> <li>Communication <ul style="list-style-type: none"> <li>Student families</li> <li>Exposure</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Any confirmed COVID case (staff or student) will be handled and communicated according to MDH and CDC guidelines. The COVID case will be submitted to the state.</li> </ul>	Administration Nurse
<b>Transportation</b>		
<ul style="list-style-type: none"> <li>Masks and Social Distancing</li> </ul>	<ul style="list-style-type: none"> <li>Masks are mandatory for all passengers riding a school bus.</li> <li>Drivers will be provided extra masks to make available in case a student doesn't have one.</li> <li>Seating will be one student per row, alternating window and aisle seating, skipping rows when possible.</li> <li>Seating members of the same household next to each other.</li> <li>Assigning each bus rider to a designated seat that is the same every day, to promote clear expectations and assist contact tracing, when needed.</li> <li>Using seat assignments that load the bus from the rear forward (and unload from the front backward) to help reduce student contact.</li> </ul>	Palmer Staff Administration
<b>Hygiene and Cleaning</b>		
<ul style="list-style-type: none"> <li>Water Bottles</li> </ul>	<ul style="list-style-type: none"> <li>Water fountains will be shut off.</li> <li>Students may bring a clear water bottle and fill it with water from the classroom faucet. Water bottles must be labeled with students' names.</li> <li>Faucets will be sanitized daily.</li> <li>Cups will be provided to classrooms for students who do not have a water bottle.</li> </ul>	Maintenance Classroom Teachers
<ul style="list-style-type: none"> <li>Bathroom Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Classroom teachers will notify administration (Jen, Kate, Randy and Kim) of their desired bathroom break time.</li> <li>A bathroom schedule and procedure will be created by admin by September 24.</li> <li>Custodians will sanitize bathrooms according to the schedule provided by admin.</li> </ul>	Admin Classroom Teachers Custodians

<ul style="list-style-type: none"> <li>Mask Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Masks shields will be available if requested while supplies last.</li> <li>Students will wear masks on the bus. Masks are recommended in the building.</li> </ul>	<p>Amy (Office Man.) Randy</p>
<ul style="list-style-type: none"> <li>Cleaning Procedures</li> </ul>	<ul style="list-style-type: none"> <li>All classrooms have hand sanitizers.</li> <li>All classrooms will be sprayed nightly.</li> <li>All staff are asked to sanitize their space/room daily with provided cleaner.</li> <li>Turf will be cleaned 1xwk cleaned, sprayed nightly.</li> </ul>	<p>Maintenance Custodians</p>
<b>Social Distancing</b>		
<ul style="list-style-type: none"> <li>Classrooms</li> </ul>	<ul style="list-style-type: none"> <li>Room arrangements will be set according to MDE recommendations with social distancing between students.</li> <li>Hand sanitizing will be required upon entering classroom, before snack and lunch, and after specials.</li> <li>Signage will be displayed for reminders.</li> <li>Each student will have their own individual baggie of math manipulatives.</li> <li>School Supplies will not be shared and each student will have their own storage bin and pencil box to store items.</li> <li>Classrooms that have any book areas or classroom libraries need to be regularly sanitized.</li> <li>Soft or porous items. ie:Rugs, pillows, comfy chairs etc. should be regularly sanitized.</li> <li>Chair pockets may be recommended.</li> </ul>	<p>Admin Maintenance Teachers</p>
<ul style="list-style-type: none"> <li>School Libraries/Computer Labs</li> </ul>	<ul style="list-style-type: none"> <li>Closed until further notice</li> </ul>	
<ul style="list-style-type: none"> <li>Hallways</li> </ul>	<ul style="list-style-type: none"> <li>Signage will be displayed for reminders.</li> <li>Floor markers in the hallway demonstrate 6 feet distance. Hallway procedure will follow the PBIS matrix.</li> </ul>	<p>Admin Maintenance Teachers</p>
<ul style="list-style-type: none"> <li>Athletic Movement</li> </ul>	<ul style="list-style-type: none"> <li>AtM will be held indoors as long as weather permits.</li> <li>If AtM is indoors, class will be in the gym with low intensity activities following social distancing. Curtains will be lowered.</li> </ul>	<p>Coaches</p>

<ul style="list-style-type: none"> <li>• Art/Music</li> </ul>	<ul style="list-style-type: none"> <li>• Art will take place in the art room. Outdoor lessons are encouraged.</li> <li>• Music will take place in the music room, but will be held outdoors when possible.</li> <li>• Singing will be discouraged unless class is outdoors.</li> </ul> <p>**This will be reassessed after the first two weeks of school</p>	Amber/Jenna
<ul style="list-style-type: none"> <li>• Free Play</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will walk their students out to their 30 minute free play.</li> <li>• Students will use hand sanitizer as they exit the classroom.</li> <li>• Students will exit and enter through the closest door to their classroom.</li> <li>• Grade level classes are free to mix and play in all areas.</li> <li>• Upon reentering the school building, students will use hand sanitizer.</li> </ul>	Teachers Paras
<ul style="list-style-type: none"> <li>• Dismissal</li> </ul>	<ul style="list-style-type: none"> <li>• All students will stay in their classrooms for dismissal.</li> <li>• Driveline will take place in all rooms.</li> <li>• All students will receive a colored tag that will be placed on their backpack. The tag will indicate if the child is a bus rider or car rider.</li> <li>• Students will be dismissed and will exit the building through the assigned exit.</li> <li>• Driveline students will be dismissed as normal and will exit doors H, I, or J.</li> <li>• Administrators and other assigned staff will be positioned around the perimeter of the school and will ensure students get on correct bus.</li> </ul>	
<b>Front Office Visitor Procedure</b>		
<ul style="list-style-type: none"> <li>• Parent Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Parent meetings will be conducted via zoom. If parent meeting is at school, it will be scheduled in the outlook calendar and front office staff will allow only those parents in building. All meetings will take place in conference room.</li> <li>• Conference room calendar will be posted on Outlook for approved meetings.</li> <li>• No visitor will be allowed into the school area.</li> </ul>	Front Office Staff

<ul style="list-style-type: none"> <li>• Student Pickup</li> </ul>	<ul style="list-style-type: none"> <li>• Front doors will remain locked. Signage with school phone number will be displayed at front entrance. Front office personnel will answer phone, contact student who will come to front office, and then document in PowerSchool time and guardian name.</li> <li>• Drop off box will be located in the vestibule for items to be dropped off for students.</li> </ul>	Front Office Staff
<b>Food Service</b>		
<ul style="list-style-type: none"> <li>• Breakfast Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Breakfast will be delivered to classrooms and students will grab as then enter the classroom.</li> <li>• Students will use hand sanitizer prior to grabbing their breakfast.</li> <li>• Students will eat breakfast in their classrooms.</li> <li>• Garbage cans will be provided in hallways.</li> <li>• When breakfast time is over teacher will use disinfectant to clean desks and classroom areas.</li> <li>• Teachers will report number of breakfasts served to Scott at New Horizons.</li> </ul>	New Horizon Staff Teachers Maintenance Front Office
<ul style="list-style-type: none"> <li>• Lunch Procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Students will eat lunch in the lunchroom. Students will be seated per social distancing guidelines.</li> <li>• Tables and chairs will be sanitized between each use.</li> </ul>	New Horizon Staff Teachers Maintenance Front Office
<b>Masking Protocol</b>		
<ul style="list-style-type: none"> <li>• Masks</li> </ul>	<ul style="list-style-type: none"> <li>• Minnesota Department of Health (MDH) recommend that people, both fully vaccinated and unvaccinated, continue to wear a well-fitted mask in some settings or situations. Other federal, state, or local laws may require masks, and businesses may set their own requirements.</li> <li>• At this time, Athlos is not requiring masks.</li> </ul>	All Staff
<ul style="list-style-type: none"> <li>• Bus</li> </ul>	<ul style="list-style-type: none"> <li>• Masks are required for all bus riders.</li> <li>• Parents: students must have a mask to ride bus</li> </ul>	Palmer Staff Driveline staff
<ul style="list-style-type: none"> <li>• Drive line</li> </ul>	<ul style="list-style-type: none"> <li>• Masks are encouraged, and available for those who want them while supplies last.</li> </ul>	Driveline staff
<ul style="list-style-type: none"> <li>• Front Office</li> </ul>	<ul style="list-style-type: none"> <li>• Masks are not required. There will be a plexiglas barrier installed.</li> </ul>	Front office staff