

WWG Schools : 20-21 School Year : Guidance for Families



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Overview

If you are not interested in reading through this whole document, please refer to our [WWG Return to School Quick Guide](#) for basic information on our return to school plans.

● Use of County Data to Determine School Learning Model

WWG Schools may switch between 3 different learning models during the 20-21 school year. This is dependent on the number of active Covid cases in our local county area. See below for detailed information.

- Determination of the Learning Model used at WWG is based on active Covid case counts per 10,000 in Cottonwood and Redwood Counties.
 - 0-9 cases per 10,000 residents = in-person learning for all students
 - 10-19 cases per 10,000 = in-person learning for elementary; hybrid learning for secondary
 - 20-29 cases = hybrid learning for all students
 - 30-49 cases = hybrid for elementary; distance learning for secondary
 - 50+ cases = distance learning for all students
- Weekly data for County case counts is released by the MN Department of Health in their [Data for K-12 Schools PDF](#).

● WWG's Learning Model to Begin the 20-21 School Year

WWG Schools are fortunate in this situation to have a small school population. Because of this, we are able to have all students and staff in our buildings, still be at 50% or less capacity, and still be able to adequately space students 6ft apart in classrooms and other school spaces. As such, our In-person and Hybrid Learning Models will look very similar and will have all students and staff in the building. As long as county case counts stay below 30 we should be able to have all students in school while still following state guidelines for in-person or hybrid models. Overall, WWG Schools will do its very best to ensure safety measures are taken seriously and followed by students and staff when we are able to have students in the school building.

**WWG's plan to start the school year is to be in a Hybrid Learning Model, with mandatory capacity limits, physical distancing, and health & safety practices in place.

● 3 Learning Models: Explained

- **In-Person Learning Model**
 - In-school learning for all students
 - Modified school day and week to account for increased school cleaning and teacher preparation needs.
 - Monday, Tuesday, Thursday, and Friday: 8:25 to 3:05
 - Wednesday: 8:25 to 2:05
 - All classrooms, buses, and school spaces mandated at 50% capacity or less
 - 6ft of spacing (or more) between people whenever possible
 - [School Face Coverings Policy](#) in place when in school building or when unable to physically distance outside.
- **Additional Precautions to take in a Hybrid Learning Model**
 - The same precautions will be taken in a hybrid model as the in-person learning model, with the following additions.
 - Mandatory 6ft of spacing between people in school building, no exceptions.
 - Mandatory 50% capacity limits on buses and in school classrooms, no exceptions.
- **Scenario 3 - Distance Learning Only**
 - No students in buildings: All students distance learning.
 - If county case counts rise above 30 per 10,000: 7-12 grade students will begin distance learning following the WWG HS Distance Learning Plan. Elementary students will continue to follow a Hybrid Learning Model at this time and will still be learning in-person.
 - If county case counts rise above 50 per 10,000: ALL WWG students will begin distance learning.
 - WWG distance learning plans are linked below and will be very similar to the distance learning experience from spring 2020.
 - [WWG Elementary Distance Learning Plan](#)

- [WWG HS Distance Learning Plan](#)

General Information to Start the School Year for Elementary and High School Students Attending School In Person

**Information in this plan aligns directly with the State of Minnesota's Safe Learning Plan for the 2020-21 School Year.

This plan can be found at <https://education.mn.gov/MDE/dse/health/covid19/>.

**The school would like to remind students, staff, and parents of the following:

- Physically distancing yourself from others, staying out of the close contact range of others, and following other general school procedures connected to Covid-19 does not mean you need to socially distance yourself from others. We can still talk with people, carry on conversations, have teachable moments, and be able to interact with others in an in-person setting. Being aware of your distance between others or wearing a mask does not mean isolating yourself from others. Make sure you understand and are aware of the difference.
- The school will do its best to teach students to be vigilant, but not afraid. It asks that parents do the same when talking with their children about Covid-19 and the upcoming school year.
- **Overview**
 - Our goal is to create an environment and schedule that will remain consistent while kids are in school, whether we are utilizing an in-person or hybrid model.
- **Planning**
 - A committee was formed and met to discuss and develop this plan. This plan will remain fluid and may need to change throughout the

year as new guidance becomes available from MDH and MDE. The Committee consists of School Board members, superintendent, principals, teachers from both buildings, licensed school nurse, janitorial staff, food services, special education teachers and parents.

- WWG Schools' number one priority is the health and safety of students and staff. We will be working closely with local public health throughout the school year who will be following county case numbers and monitoring community spread. Numbers will be looked at on a weekly basis at minimum and local public health will help us decide if we need to switch models based on community spread.
- We are prioritizing communication to families, community members and staff during the school year. The school will communicate with community members through the school Facebook page, JMC email, and the district website. We will contact families who do not have email access by phone but will be encouraging all families to get an email account set up before the start of school. Please share your email address with the school.
- Non-essential visitors and volunteers will be restricted in both buildings.

● **COVID-19 Program Coordinators**

- District Coordinator: Loy Woelber, Superintendent
- High School: Sam Woitalewicz, 7-12 Principal
- Elementary School: Paul Olson, Elementary Principal
- These staff will work in collaboration with district school nurse, Dasha Mumm. They will communicate important information related to COVID-19 as needed with staff, students/families, school and district leadership, and local health officials.

● **General Health/Distancing While In School**

- Physical distancing, wearing a face covering, and practicing good hygiene are all critical tools in decreasing the spread of Covid-19 and making sure our school can continue to operate with all students in the building.
- Parents/Guardians will be asked to screen their children each day for COVID symptoms before they send them to school.
 - Please use this checklist to do so: [Symptom Screening Checklist](#).
 - Please make sure to keep your student home and notify the school if they are feeling unwell.
 - Please also notify the school immediately if you or your child have a confirmed positive Covid case.
- Masks and/or face shields must be worn at all times in the school building or outside when there is not sufficient space for physical distancing. This is in accordance with the [Governor's Executive Order 20-81](#) regarding the wearing of face coverings.
 - Never put a mask on a person who has trouble breathing, is unconscious, or those who cannot tolerate them due to developmental, medical, or behavioral health needs.
 - If a need is identified by an individual they will not be required to wear a mask.
 - For detailed information regarding face coverings, please consult [WWG Schools' Face Coverings Policy](#) as directed from the Minnesota Department of Health.
- **If you are sick stay home.**
- Social Distancing (also called Physical Distancing): Marking 6ft spacing to remind students and staff to stay 6ft apart- classrooms, lunch room, offices, commons (concessions), restrooms, arrival/dismissal.
 - Use of locker rooms will not be allowed to start the school year. Students are encouraged to wear comfortable clothing they are able to wear during the school day as well as to a physical education class if they are in a PE class.

- Create as much space between students as possible in each classroom, with a minimum of 6 feet between seating areas.
- Staff will monitor arrival and dismissal of students to prevent congregating.
- Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted to start the school year.
- Self-service food or beverage distribution will be discontinued to start the school year.
 - Meals, snacks, and beverages will be individually packaged wherever possible.
 - Food will be served directly to students.
- Drinking fountains will be partially blocked off to start the school year. Only the bottle fill part of our drinking fountains will be operational.
 - Students should bring their own water bottles to use at school.

● Hygiene Practices

- According to the CDC, it is important for people to employ the following hygiene practices in order to prevent the spread of COVID-19:
 - Understand how COVID-19 spreads (person to person)
 1. Between people who are in close contact with one another (within about 6 feet).
 2. Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 3. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 4. Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
 - Wash your hands thoroughly and often.
 - Avoid close contact with other people (maintain a 6 ft distance between others if at all possible)
 - Cover your mouth and nose with a cloth face cover when around others.
 - Cover coughs and sneezes by coughing or sneezing into the inside of your elbow.
 - Clean and disinfect frequently touched surfaces daily.
 - Monitor your health daily.
- Teach and re-teach good hygiene practices with students, underscoring the importance now more than ever of hand washing, sanitizing, coughing into your shoulder, and other appropriate hygiene practices.
- Use media, posters, and announcements to promote health etiquette expectations throughout the school building.
- Ensure availability of appropriate supplies to support healthy hygiene behaviors and strategically place supplies in areas where they may be frequently used.
 - Ensure each classroom has hand sanitizer available to use.
- Build routines of hand hygiene into the daily school schedule for all students and staff (handwashing and sanitation breaks during/between class activities). Washing at least 3 times a day. 1st Block, Before Lunch, 4th Block before leaving for the day. Also after eating, using the restroom and blowing one's nose.

● Cleaning and Materials Handling

- A cleaning schedule and routine will be developed for both buildings using the CDC's [Reopening Guidance for Cleaning and Disinfecting Public Schools](#).

- Staff and students will work together to safely clean and disinfect seating areas and high touch surfaces regularly using an [EPA-approved disinfectant](#) and the EPA's "[6 Steps for Safe & Effective Disinfectant Use](#)".
 - Between class periods at High School.
 - At teacher's discretion at Elementary.
- Ensure adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., by dedicating supplies or equipment to individual students) or limit the use of supplies and equipment to one small classroom cohort group at a time, allowing for time to clean and disinfect between use.
 - Avoid sharing electronic devices, books, toys, and other games or learning aids when possible, and ensure cleaning between uses.
 - Have students keep personal items in individually labeled cubbies, containers, desks, or lockers.
- Use of items that are difficult to clean is highly discouraged.
- Bus drivers will clean and disinfect transportation vehicles regularly and create as much space between students as possible on the vehicle.

● **Protecting Vulnerable Populations**

- Students/families and staff can self-identify to the licensed school nurse if they are at high risk for illness due to COVID-19. A plan will then be developed to address requests for alternative learning arrangements or work reassignments.
- School Nurse and special education staff will evaluate current plans (ex. 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.
- Distance learning may be offered to enrolled students who are medically vulnerable or uncomfortable with coming back to school for in-person instruction. See the below section titled, "Alternative Learning Plans".

● **Monitoring and Excluding for Illness**

- The school requests that parents conduct [symptom screening](#) for each of their students before they leave for school.
- 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 of Covid-19](#) throughout the day.
 - School staff who develop symptoms during the school day must notify the school office and administration immediately. Precautions will then be taken to help mitigate the potential spread of Covid-19 in the school building.
 - Students who develop symptoms during the school day must notify their teacher immediately. Their teacher will assess their situation, then send the student to the pre-determined quarantine area in the school and notify the school office and administration immediately.
 - In any possible Covid-19 case, school officials will immediately contact Dasha Mumm and the SWWC health contact.

- The school will 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.
 - 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, below) 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) (www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf) to determine who must stay home and when staff or students may return.
 - Families with questions about whether or not they need to self quarantine should consult the CDC's guidance on "[When You Can be Around Others After You Had or Likely Had COVID-19](#)".
 - Families can self-report to the school if they 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.
 - To self-report, families should call the school office.
 - Students and staff will follow the [MDH Decision Tree for People with COVID-19 Symptoms](#) to determine when it might be appropriate for their children to return to school safely.
 - It is not required for students or staff members to have documentation of a negative viral test or a letter certifying release from isolation in order to return to school, but they must follow [recommended guidance](#) from the Minnesota Department of Health regarding when to return to school.
- Information About Handling Suspected or Confirmed Positive Cases of Covid-19**
- **Below is detailed information about how WWG Schools will respond to suspected or confirmed positive cases of Covid-19 in school.
 - In short, the school will regularly remind students, parents, and school staff to:
 1. Help reinforce the wearing of masks, physical distancing, and good hygiene habits among other staff and students in order to prevent the spread of Covid-19 among people at school.
 2. Understand what it means to be in close contact with someone, and limit the amount of close contact you have with other students or staff members during a class period and during the school day.
 3. Be aware of who you HAVE been in close contact with during the day.
- School Procedures for Handling Suspected or Confirmed Positive Cases of Covid-19**
- Mr. Woitalewicz will be responsible for responding to COVID-19 concerns during the school day at the high school.
 - Mr. Olson will be responsible for responding to COVID-19 concerns during the school day at the elementary.
 - When a confirmed case of COVID-19 is identified in a school community, district administration will work closely with health officials from the Minnesota Department of Health (MDH) and the Southwest West Central Service Cooperative (SWWC) to identify whether the person

who is ill was present on school grounds while infectious and whether that resulted in any close contact exposures among students or staff.

- Because of the potential for asymptomatic and pre-symptomatic transmission of COVID-19, it is important that close contacts of students or staff with COVID-19 are quickly identified, informed of the need to quarantine at home, and encouraged to seek testing even if they are not showing any symptoms.
- In general, testing of close contacts should not occur until either a person becomes symptomatic OR at least 5 to 7 days have passed since their last exposure to the confirmed case to guard against a false negative test result, which can occur when a person is tested too early in the incubation period. Even if a close contact tests negative, they must remain in quarantine for a full 14 days as some people develop infection at the end of their incubation period. The CDC does not recommend universal testing of all students and staff.
- If a student is ill or complains of illness that may align with COVID-19 symptoms while in class they will be sent by the teacher directly to a predetermined room in their respective building. This room will be a dedicated space for symptomatic people who are waiting to go home.
- CLOSE CONTACT carries the following definition regarding Covid-19 (from the CDC): For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.
- Any student or staff member identified as having been in close contact with someone who is confirmed to have a positive covid test will be asked to self-quarantine for 14 days from the time they were in close contact with that individual.
- School officials 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.schoolcc.followup@state.mn.us.
- Staff, families, and the public will be notified through the JMC instant alert system if a person with COVID-19 was on the school premises while infectious. This notification will be sent in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.
 - Students who are out of school for a specific period of time due to a presumptive or confirmed positive case of COVID-19 will be offered distance learning alternatives (WWG Virtual Academy) while away from the physical school building.
- **According to the [CDC](https://www.cdc.gov), in most instances, a single case of COVID-19 in a school would not warrant closing the entire school. Community spread and how much contact the person with COVID-19 had with others, as well as when such contact took place, need to be considered. These variables should also be considered when determining how long a school, or part of the school, stays closed. If the spread of SARS-CoV-2 within a school is higher than in the community, or if the school is the source of an outbreak, administrators will work with local health officials to determine if temporarily closing the school building is necessary.

● **Transportation**

- Request that parents drive their own kids in to school each morning and pick them up at the end of each school day if at all possible in order to reduce the number of students who need to ride the bus to and from school each day.
- All persons driving or riding in a school transportation vehicle must wear a face covering.
- Create as much space between people as possible on the bus. Maintain 50% or below capacity limits.

- Allow family members to sit together or in close proximity to each other.
- Assigned seating will be used for riders to assist with rapid contact tracing in the event there is a positive case who rode on a school transportation vehicle while potentially infectious.
- Windows will be kept open if appropriate and safe while the vehicle is in motion to help increase air circulation.
- 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.
- Keep doors and windows open when cleaning the vehicle and between trips to let the vehicles thoroughly air out.
- People must stay home and not board transportation if they are experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19.
- Require that people who become ill during the day not use group transportation to return home.
 - Parents or guardians will be required to transport students who display symptoms of COVID-19 during the day.
 - If a parent or guardian is unable to transport a sick student home, the school will address this issue.
- 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.
- Provide hand sanitizer to support healthy hygiene behaviors on all school transportation vehicles for safe use by staff and older children.
- **Alternative Learning Plans (for students who opt-out of in-person instruction or are sick for an extended period of time)**
 - **WWG Virtual Academy-**
 - The WWG Virtual Academy is an educational delivery model that may be utilized by students/families that are impacted by the COVID-19 Pandemic or with parents that have a major concern about their students returning to school. There is no charge to parents for this service.
 - This educational opportunity will be made available to grades K-12 students enrolled at WWG. If students do not have a device (computer) for the WWG Virtual Academy, a Chromebook can be provided upon request. Families will need to notify the school of this need when requesting to sign up for the WWG Virtual Academy. **Families will need their own internet access to utilize this option.**
 - If a family/student chooses to enroll in the WWG Virtual Academy, **the parent/guardian will be an active participant in their child's virtual academy experience.** Educere Virtual Academy will provide core classes using Minnesota standards and Minnesota Certified Instructors. **WWG teachers will not be providing instruction in this virtual academy.** Educere will provide direct instruction, review pacing, provide feedback, take attendance, grade, and make instructional decisions regarding student progress. Educere will also have a teacher/instructor available during set hours to help answer questions if necessary. Whether a student is receiving in school instruction or participating in the WWG Virtual Academy, the classes will follow Minnesota state standards.
 - The District understands the fluid nature of COVID outbreaks, safety recommendations, and changing local numbers for community infection rates. Families are encouraged to monitor new daily case counts through the Minnesota Department of Health

which provides daily updates for county numbers (including new reported positive cases and deaths). That information can be found here: <https://www.health.state.mn.us/diseases/coronavirus/situation.html> and is updated daily at approximately 11:00 a.m.

- If a family wants to start the school year with in class instruction but later move to the WWG Virtual Academy (due to a concern in safety issues or shifting case numbers and case counts) we will work with the family to make that transition and readjust to the fluid nature of the situation. WWG feels that when possible, in person learning is best for student learning and socialization with staff and friends but also understands that there may be times when a family or student needs to be removed from in person instruction due to the fluid nature of COVID.
- Due to the significant time commitment it takes to get students enrolled in the virtual academy, and the adjustment between trying to align state standards between the instruction in the classroom and the Virtual Academy, constant switching between in person instruction and The Virtual Academy is highly discouraged. Constant switching between the two creates a problem for ensuring students are meeting the state standards and breaks up fluid instruction. In these situations the parent/guardian will need to put in more work to ensure their child is able to transition smoothly and complete unfinished tasks in either learning environment. WWG encourages changing between the two modes of instruction only when there is a legitimate safety concern or change in COVID within the local communities.
- Requests to participate can be submitted in an email to Mrs. Courtney Locke at lockefac@wwgschools.org. If you wish to start the school year with your child in the WWG Virtual Academy the deadline to do so is Friday, August 28, 2020. Requests need to be made to Mrs. Locke at this time.

Elementary School Specific Information

- **Scenarios 1 & 2 - In-person learning for all students (with restrictions in place due to Covid)**

1. Time Schedule

- a. The school day will begin at 8:25 and end at 3:05 on Monday, Tuesday, Thursday, and Friday.
- b. The school day will begin at 8:25 and end at 2:05 on Wednesday.
- c. School doors open for students at 7:30am each school day.
 - i. Students who get to school between 7:30 and 7:45 will be directed to the elementary gym.
 - ii. Students in the gym will be expected to physically distance themselves from other people and wear masks.
 - iii. A paraprofessional will be in the gym to supervise students and enforce school policy at this time.
- d. Students who are in the school building will go to classrooms with teachers at 7:45am.

2. PE

- a. One classroom at a time.
- b. 30 minute session (25 for PE, 5 for cleaning / transition)
- c. Enter through main door / Exit through SW equipment door.
- d. Outdoors when possible.

3. Recess

- a. Elementary teachers will schedule two recess opportunities per day.
- b. Classes should NOT intermix during recess time.
- c. Face coverings are not required outdoors unless students are not able to adequately physically distance themselves from others.
- d. Locations for Recess-
 - i. Playground equipment
 - ii. Blacktop
 - iii. Soccer field
 - iv. Front of school

4. Breakfast

- a. Kitchen staff will deliver breakfast to the classrooms.
 - i. Classroom teachers will ensure proper handling of breakfast items at this time.
- b. All students will be offered free breakfast.

5. Lunch

- a. Five shifts (10:30, 11:00, 11:30, 12:00, 12:30)
 - i. KA, KB
 - ii. 1A, 1B, 2A
 - iii. 2B, 3A, 3B
 - iv. 4A, 4B, 5A
 - v. 5B, 6A, 6B
- b. PreK lunch will take place out of the lunchroom.
- c. Social distancing guidelines will be followed.
- d. Watch arrows for flow through the lunchroom. Keep classes at separate entrances. Exit through the band room or south lunchroom doors, depending on weather.
- e. Lunches from home will be stored in lockers. There will not be microwaves available.
- f. Students should wash hands / sanitize before entering the lunch room.
 - i. Students enter from the hallway with classes at separate doors.
 - ii. Students go directly to a seat. Seating will be marked according to social distancing requirements.
 - iii. When done eating students must remain seated until dismissed.
- g. No salad bar.
- h. Ensure lunch staff properly prepare and distribute food.

6. Art / Music

- a. Art and music teachers will be traveling between classrooms.
- b. Band lessons will be handled in small groups from the same section.

7. Computer Lab

- a. Students have 1 to 1 capability in the classroom.
- b. The space may be used as needed by staff.
 - i. Proper cleaning and sanitizing procedures should be taken by janitorial staff after computer lab use.

8. Lockers

- a. Lockers will be assigned to each student with social distancing in mind between classrooms and arrival / departure times.
- b. Teachers should give attention to which classes are using lockers at certain times.
- c. Janitorial staff will make certain to thoroughly clean and disinfect locker areas each school day.

9. Wearing of face coverings

- a. As directed by the state of MN, everyone should be wearing a face covering at all times while in school building.

10. Cleaning and sanitizing your room

- a. Teachers will make sure to clean and sanitize their classrooms regularly and as needed during the regular school day.
- b. In scenarios 1 & 2, janitorial staff will make sure to clean and sanitize each classroom and heavily used school space at the end of each day. This cleaning will be above and beyond the normal cleaning that takes place at the end of each day.

11. Transportation

- a. The district will not transport students to after school activities such as dance, birthday parties, etc
- b. Pick up and drop off points will be consistent each day and communicated to bus drivers before school begins.

● **Scenario 3 - Distance Learning Only**

- If it is determined that WWG Schools will need to go to a distance learning model for a short period of time, the following distance learning plan will be enacted for elementary school students.
- [WWG Elementary Distance Learning Plan](#)
- **Lunch**
 - Lunch will be provided at the normal cost.
 - Pick up only, no delivery.
 - You must contact the school to request this service.
- **Daycare for Essential Workers**
 - As with last spring, daycare will be offered for k-5 students whose parents are essential workers

High School Specific Information

- **Scenarios 1 & 2 - In-person learning for all students (with restrictions in place due to Covid)**

1. Time Schedule

- a. The school day will begin at 8:25 and end at 3:05 on Monday, Tuesday, Thursday, and Friday.
- b. The school day will begin at 8:25 and end at 2:05 on Wednesday.
- c. School doors will open for students at 7:30am each school day.
 - i. Any student who gets to school before classes begin must go to the library or the lunch room and remain there until the bell rings to go to first period.
 - ii. Students should make sure to adequately physically distance themselves from others and wear a face covering at all times unless eating breakfast.
 1. A paraprofessional will be supervising the lunchroom and the library to ensure this happens.

2. Student Groups

- a. Develop small “cohort groups” that stay together as much as possible throughout the day and from day to day. Limit mixing between groups as much as possible.
 - i. Grades 7, 8, and 9 will be split into cohort groups that will not change throughout the school day.
 - ii. Grades 10, 11, and 12 will not be split into cohort groups.

3. Student Lockers and Backpacks

- a. Student lockers will not be used during the school day.
 - i. Students will be asked to carry things they need with them to each class period.
 - ii. Teachers will figure out how to keep school books in classrooms to reduce the number of things students have to carry in their backpacks during the school day.

4. Bathroom Use

- a. As with other areas in the school, bathrooms will have an occupancy limit (listed near the doorway of each bathroom).
- b. Students will be informed that they are not to use the bathroom during passing times.
 - i. It will be easier to manage the number of students in the bathroom if they are allowed to go during class.
- c. Inform students they should check to see if the bathroom they are about to enter is occupied by too many students before entering themselves.

5. Hallways and Passing Times

- a. Passing times between block classes will be 8 minutes long, with one group passing in the first 4 minutes and the other group passing in the next 4 minutes.
- b. Teachers will figure out procedures to keep students in desks at the end of the class period and release them gradually from the classroom to minimize crowding in the hallway.
- c. Direct students to follow arrows when walking in school hallways in order to maximize physical distancing while passing between classes.
- d. Students must pass directly from one class to the next and not make stops along the way.

6. Arrival and Dismissal Times

- a. Arrival to and dismissal from class will be staggered to minimize crowding.
 - i. As with passing between classes and lunch, teachers should have a process for gradually releasing students from their classroom at the end of the school day.
 1. **All students should be released by at least 3:08 to make the bus at 3:10.

7. 1 to 1 devices for students

- a. Each student will get their own device to reduce common touching of electronic devices.
- b. These devices will be given to students and kept by students during the school year.
- c. Each student will receive a sleeve for their device so they can safely store the device in their bookbag.

8. Classroom Seating

- a. Seating must be 6ft apart and students must be facing in the same direction if at all possible.
- b. Marks on the floor to keep classroom furniture in the same spot and make sure students are reminded of spacing.
- c. Students will remain in their seat during class unless directed by a teacher to do otherwise.
 - i. No congregating of students before the bell rings to begin or end class.

9. Wearing of masks

- a. As directed by the state of MN, everyone should be wearing a mask while on school grounds and in school buildings.

10. Lunch

- a. There will be two separate lunch periods of 40 minutes each staggered with period 5 classes.
- b. Northeast lunch room door is the entrance. West lunch room door is the exit.
 - i. Students and teachers should remain in classrooms until they are called to line up for lunch.
 1. Mrs. Kolar will announce over the loudspeaker when a grade will line up for lunch.
 - ii. Students should sanitize before entering the lunch room.
 - iii. Students line up for lunch along the north wall, 6 feet apart (marked out by X's)
 - iv. Students give numbers to Jordaan at the entrance and pick up food/utensils.
 - v. Students go directly to a seat, making sure to properly social distance.
 - vi. When done eating, students go directly to the west wall, throw away their things, and sit in their assigned lunch seat until the bell rings to dismiss to the next class period.

1. Students should make sure to properly social distance as they are throwing away their trays.
2. Students should sanitize before exiting the lunch room.
- c. Seating segmented to ensure physical distancing happens in the lunchroom.
 - i. 20 round tables with 4 chairs at each table spaced 6ft apart.
 - ii. Nothing else in the lunchroom.
- d. No salad bar or communal food stations.
- e. Ensure lunch staff properly prepare and distribute food.

11. Cleaning and sanitizing of classrooms

- a. Teachers and students should make sure to clean and sanitize their classroom between class periods.
- b. Janitorial staff will clean the school at the end of each school day according to MN Dept of Health Cleaning Guidelines.

● **Scenario 3 - Distance Learning Only**

1. If it is determined that WWG Schools will need to go to a distance learning model for a short period of time, the following distance learning plan will be enacted for high school students. At this point in time, teachers would move their classes fully online and teach students remotely.
2. [WWG Distance Learning Plan](#)
3. **Lunch**
 - a. Lunch will be available to students and families who sign up through the school.
 - b. Lunch for high school students will be delivered.
 - c. Every family or drop-off point is responsible for having a cooler or storage container to place food in.
4. **Daycare for Essential Workers**
 - a. As with last spring, daycare will be offered for k-5 students whose parents are essential workers.