

Crookston Public Schools Safety Plan



Core Values at Crookston Public Schools

“Committed to Excellence”

Communication: Crookston Public Schools will excel in communicating with students, parents, staff, and community.

A Culture of High Expectations: Crookston Public Schools will be a place in which high expectations are set for our students and staff.

Relationships: Crookston Public Schools will excel in building strong relationships with students, families, staff, and community.

Exceptional Systems of Support: Crookston Public Schools will provide a strong system of mental health and academic support for students and families.

Draft: Version 8/5/2020

Planning Priorities:

Keeping Students and Staff Safe- Our goal is to safely reopen our schools in a responsible manner utilizing all available resources such as guidance from the Minnesota Dept. of Health, Polk County Public Health, and MN stay safe guidance for Schools. These practices include a prioritization on social distancing, limiting capacity where necessary, requiring face masks in school, educating students about best practices for staying safe, and working collaboratively with local public health to plan and carry out best practices.

Supporting Students and Families- We know how much our families and community rely on schools to provide education and a safe place for their students. This is why we have prioritized in each scenario a focus on taking care of those students who are the most in need of face to face instruction. In the limited capacity model (scenario 2) we prioritized our littlest learners up through grade 4 for five days of instruction because we know that these students need the most adult intensive instruction. We also prioritized our high needs special education students for five days of instruction because this group also needs the consistency and support of teachers to make progress.

Communication and Relationships- In all scenarios we prioritized communication and relationship building as a major facet of the work that we do with students and families. Building high quality relationships is needed now more than ever as we possibly move from scenario to scenario depending on the health metrics in our community.

Educational Excellence- In all three scenarios we worked to prioritize excellence in education. As one of our educators put it “it must be about the learning”. We have prioritized Scenarios 1 and 2 for the maximum amount of face to face instruction to improve academic outcomes. In Scenario 3: Distance Education we have retooled to focus on best practices and a greater focus on synchronous instruction to increase the academic progress of our students.

Flexibility- We know that what we start off with this fall may not be the model that we use even a month later. We are expecting the possibility of moving from one model to another throughout the course of the year. We need to be very flexible and be able to quickly move from model to model which is why we have set up our models to work as seamlessly together as possible as we will not have a lot of time to adapt from model to model. This movement will be entirely dependent on how well our community and schools do at controlling the spread of COVID-19.

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Communication and Contact List

District Point of Contact: Jeremy Olson, Supt. 218-770-8717

Washington Elementary School: Denice Oliver, Principal 218-281-2762

Highland Elementary School: Chris Trostad, Principal 218-281-5600

Crookston High School: Eric Bubna, Principal 218-281-2144

Polk County Public Health: 651-297-1304

This document will be ever changing as more guidance becomes available. Please note the version date listed on page 1 of this plan. This first version does not include a student screener or health scenario guidance information as the Minnesota Department of Health will not have new guidance out until the week of August 10th. Once this becomes available we will be updating this plan to reflect this new information.

Scenario Description: (The district may quickly move from one scenario to another with grade levels or schools possibly being in different scenarios per Minnesota Department of Education Recommendations)

There are a variety of ways that these scenarios may be used to respond to the current situation. For instance, if there was a high transmission rate in our community we would need to quickly shift to a more restrictive model.

Scenario Description	Scenario 1: In Person with Restrictions	Scenario 2: Limited Capacity	Scenario 3: Distance Learning
In Person Instruction	Preschool-grade 12	Preschool-4 year olds (half day instructional/half day childcare provided by district) K-4: All day every day instruction. (If capacity allows K-6 all day every day instruction) 5-12 th grades: 2-3 days per week using an A/B schedule to limit capacity.	None

		5-12 th grades: Prioritization of High Needs Special Education for every day instruction.	
Offsite Instruction	No	5-12 th grade students will be off site on an A/B schedule basis (2-3 days per week)	All students.
Distance Learning Option	Yes-for families that select this option	Yes-for families that select this option	Yes-for families that select this option
Transportation	Limited: Priority for Rural and those in town who are unable to be transported any other way. Parents may be asked to transport students to help meet the limited capacity of school bus transportation.	Limited: Priority for Rural and those in town who are unable to be transported any other way. Parents may be asked to transport students to help meet the limited capacity of school bus transportation.	Not needed
Food Service	Limited Choices, items will be wrapped, no salad bar. Students will be expected to socially distance to the extent possible, marks on the floor to give students an understanding of what 6' looks like. Additional lunch periods added to decrease numbers in the lunch room and limitations on how many students can be at a table to increase social distancing.	Limited Choices, items will be wrapped, no salad bar. Students will be expected to socially distance to the extent possible, marks on the floor to give students an understanding of what 6' looks like. Additional lunch periods added to decrease numbers in the lunch room and limitations on how many students can be at a table to increase social distancing. Meals will also be provided for students who are not scheduled to attend school and will be distributed in a grab and go format.	Limited and distributed as per MDE guidelines.
Before and After School Care	Limited Availability: Prioritizing Critical Sector Workers	Limited Availability: Prioritizing Critical Sector Workers	Limited Availability: Prioritizing Critical Sector Workers

How do these scenarios fit with the Governor's Plan?

The Governor's plan lays out several models that are based on the learning plans that we developed locally. These five plans that the Governor lays out are focused on utilizing the original three scenarios that the district planned in a stepped manner to keep our youngest learners in a face to face instructional setting for the greatest amount of time. We know that our youngest students need the greatest amount of in person instruction which is why the priority both by MDE and the Governor's office has been on elementary instruction.

As we select the appropriate plan for students to begin the year, we will be partnering with Polk County Public Health to examine our cases as we make this local decision. Our goal is to be stable in our mode of instruction with the realization that as the local health metrics change, so will our mode of instruction. Parents will be given at a minimum a week notice before a change in mode of instruction and longer if we can safely do so.

There are several metrics to consider as we determine the mode of education that is prudent and safe. We will examine the two-week data of cases per 10,000. This information is provided weekly to the school from MDE. This number will start a conversation about what learning mode to be in and will be dependent on several factors in addition to this data.

STAY SAFE MN

How do schools determine their safe learning model?

✓ Based on local COVID-19 data, experts at the Departments of Health and Education will partner with local school districts and charter schools to help determine if schools begin the year in-person, distance learning, or a hybrid of both.

✓ Local school districts use this guidance and community expertise to make their plans for the 2020-2021 school year.

✓ Public schools communicate their plan to parents and students and emphasize that plans are likely to change as the pandemic evolves and that they will continue to offer a distance learning option should a parent choose to keep their student home.

2020-21 SCHOOL YEAR



Safe learning models:

 Distance learning

 Hybrid learning

 In-person learning



Required for In-Person and Hybrid Learning

- Masking Policy
- PPE for direct support student services
- Build routines of hygiene education & practices
- Daily cleaning and frequent cleaning of high touch surfaces throughout the day
- Building level COVID-19 program coordinator, with optional student counterpart
- Limiting nonessential visitors/volunteers/external groups
- Discontinue large gatherings/activities that do not allow for social distancing
- Monitoring and excluding for illness

Required for Hybrid Learning

- Social distancing of 6 feet at all times in school buildings
- School facilities at 50% capacity
- Transportation at 50% capacity
- Sufficient staffing levels to meet the requirements of the model

Governor’s Learning Model Plans

Number of cases per 10,000 over 14 days, by county of residence	Learning model
0-9	In-person learning for all students
10-19	In person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

Intersection between the District's Plan and the Governor's Plan

Governor's Plan: Models 1-5

District Plan: Scenarios 1-3 (See above for specific items in district plan)

District Scenarios compared to Governors Models	Model 1: In person for all students	Model 2: In person for elementary students/ Hybrid for High School	Model 3: Hybrid for all students	Model 4: Hybrid for Elementary and Distance Learning for High School	Model 5: Distance Learning for all
Elementary (PreK-6th)	Scenario 1: In person with restrictions	Scenario 1: In person with restrictions	Scenario 2: Limited capacity	Scenario 2: Limited capacity	Scenario 3: Distance Learning
High School (7 th -12 th)	Scenario 1: In Person with restrictions	Scenario 2: Limited capacity	Scenario 2: Limited capacity	Scenario 3: Distance Learning	Scenario 3: Distance Learning

Mode of Instruction by Grade Level

	Model 1: In person for all students	Model 2: In person for elementary students/ Hybrid for High School	Model 3: Hybrid for all students	Model 4: Hybrid for Elementary and Distance Learning for High School	Model 5: Distance Learning for all
Elementary (PreK-4th)	Everyday In Person Instruction	Everyday In Person Instruction	Everyday In Person Instruction	Everyday In Person Instruction	Full Distance Learning
5 th -6 th Grade	Everyday In Person Instruction	Everyday In Person Instruction	½ In person ½ Distance Learning	½ In person ½ Distance Learning	Full Distance Learning
High School (7 th -12 th)	Everyday In Person Instruction	½ In person ½ Distance Learning	½ In person ½ Distance Learning	Full Distance Learning	Full Distance Learning

Student Grouping: In an effort to help parents and cohort students, students will be grouped for Hybrid Instruction by A and B Days. These groupings will be divided so that households all attend school on the same days when in a hybrid model. In Model 3 for instance a household with a 5th grader and an 8th grader would attend school on the same days.

School Level Plans

Washington Elementary School	Highland Elementary School	Crookston High School
<p>School sanitized in the evenings. High touch points will be sanitized during the school day.</p> <p><i>Masks required for students and employees prior to entry into the building.</i></p> <p><u>Entry points:</u> Main door</p> <p><u>Screening check points:</u></p> <ul style="list-style-type: none"> • Students riding buses will be prescreened • Students dropped off will be prescreened • Students walking to school will be prescreened • Screening station for all other students not screened at main door. <p><u>Screening for staff:</u></p> <ul style="list-style-type: none"> • Temperature checks • Symptom List • Wash hands and sanitize • Masks required <p><u>Screening for students:</u></p> <ul style="list-style-type: none"> • Masks required prior to entry • Temp checks • Wash hands and sanitize in the classroom or bathroom <p><u>Students walking to school scanned with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Contact the parent immediately and students go home as 	<p>School sanitized in the evenings. High touch points will be sanitized during the school day.</p> <p><i>Masks required for students and employees prior to entry into the building.</i></p> <p><u>Entry points:</u> East & South Entry Doors</p> <p><u>Screening check points:</u></p> <ul style="list-style-type: none"> • Students riding buses will be prescreened • Students dropped off will be prescreened • Students walking to school will be prescreened • Screening station for all other students not screened at main door. <p><u>Screening for staff:</u></p> <ul style="list-style-type: none"> • Temperature checks • Symptom List • Wash hands and sanitize • Masks required <p><u>Screening for students:</u></p> <ul style="list-style-type: none"> • Masks required prior to entry • Temp checks • Wash hands and sanitize according to schedule in the classroom or at the bathroom <p><u>Students walking to school scanned with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Contact the parent immediately and 	<p>School sanitized in the evenings. High touch points will be sanitized during the school day.</p> <p><i>Masks required for students and employees prior to entry into the building.</i></p> <p><u>Entry points:</u> East & West Entry Doors</p> <p><u>Screening check points:</u></p> <ul style="list-style-type: none"> • Students riding buses will be prescreened • Students dropped off will be prescreened • Students walking to school will be prescreened • Screening station for all other students not screened at main door. <p><u>Screening for staff:</u></p> <ul style="list-style-type: none"> • Temperature checks • Symptom List • Wash hands and sanitize • Masks required <p><u>Screening for students:</u></p> <ul style="list-style-type: none"> • Masks required prior to entry • Temp checks • Wash hands and sanitize <p><u>Students being dropped off by parents at the school with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Student will have to go back into the car immediately

<p>soon as possible. Offer to parents to have siblings go home as well.</p> <ul style="list-style-type: none"> • Notify other schools with siblings • If student has to be isolated in the school, the area will be sanitized by the custodian as soon as the student leaves the area. <p><u>Students attempting to board the school bus with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Bus driver will require student to go back in the house immediately. • Bus driver will notify bus transportation office if student was identified with temps above recommended guidelines • Bus transportation office will notify the school of the identified student • The school needs to notify other schools with siblings <p><u>Students being dropped off by parents at the school with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Student will have to go back into the car immediately • Notify the office of the identified student • The school needs to notify other schools with siblings <p><u>Morning care 6:45 to 7:45:</u></p> <ul style="list-style-type: none"> • Limited availability to essential workers and staff children <p><u>Student arrival before 7:45:</u></p> <ul style="list-style-type: none"> • Students go into the classrooms or outside activities including social distancing. 	<p>students go home as soon as possible. Offer to parents to have siblings go home as well.</p> <ul style="list-style-type: none"> • Notify other schools with siblings • If student has to be isolated in the school, the area will be sanitized by the custodian as soon as the student leaves the area. <p><u>Students attempting to board the school bus with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Bus driver will require student to go back in the house immediately. • Bus driver will notify bus transportation office if student was identified with temps above recommended guidelines • Bus transportation office will notify the school of the identified student • The school needs to notify other schools with siblings <p><u>Students being dropped off by parents at the school with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Student will have to go back into the car immediately • Notify the office of the identified student • The school needs to notify other schools with siblings <p><u>Morning care 6:45 to 7:50:</u></p> <ul style="list-style-type: none"> • Limited availability to essential workers and staff children <p><u>Student arrival before 7:50:</u></p> <ul style="list-style-type: none"> • Outside activities / social distancing 	<ul style="list-style-type: none"> • Notify the office of the identified student • The school needs to notify other schools with siblings <p><u>Students driving themselves to school with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Student will have to go back into the car immediately • Notify the office of the identified student • The school needs to notify other schools with siblings • The school will notify a parent or guardian upon sending student home <p><u>Students walking to school scanned with temperature above recommended guidelines:</u></p> <ul style="list-style-type: none"> • Contact the parent immediately and students go home as soon as possible. Offer to parents to have siblings go home as well. • Notify other schools with siblings • If student has to be isolated in the school, the area will be sanitized as soon as the student leaves the area by the custodian. <p><u>Students arrive after 7:30</u></p> <ul style="list-style-type: none"> • Doors locked until 7:30 • No students allowed in building before 7:30 <p><u>Students hand washing and sanitizing:</u></p> <ul style="list-style-type: none"> • Prior to entering the classroom <p><u>Bathroom & Hand Washing Scheduled Times:</u></p> <ul style="list-style-type: none"> • Will be planned in advance • Emergency needs will still be allowed
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<p><u>Students arrive after 7:45:</u></p> <ul style="list-style-type: none"> • Go directly to the classroom <p><u>Students hand washing and sanitizing:</u></p> <ul style="list-style-type: none"> • In the classroom <p><u>Bathroom & Hand Washing Scheduled Times:</u></p> <ul style="list-style-type: none"> • Will be planned in advance • Emergency needs will still be allowed <p><u>Drinking fountains:</u></p> <ul style="list-style-type: none"> • Shut off • Water bottles versus disposable water cups <p><u>Traveling to and from:</u></p> <ul style="list-style-type: none"> • Teacher training / distancing <p><u>PE:</u></p> <ul style="list-style-type: none"> • Outside as much as possible • Separate entrance / exit <p><u>Library:</u></p> <ul style="list-style-type: none"> • No books sent home • Books returned quarantined 3-5 days <p><u>Office Social Distancing:</u></p> <ul style="list-style-type: none"> • Plexiglass shielding • Doors open 	<p><u>Students arrive after 7:50</u></p> <ul style="list-style-type: none"> • Go directly to the classroom <p><u>Students hand washing and sanitizing:</u></p> <ul style="list-style-type: none"> • Prior to entering the classroom <p><u>Bathroom & Hand Washing Scheduled Times:</u></p> <ul style="list-style-type: none"> • Will be planned in advance • Emergency needs will still be allowed <p><u>Traveling to and from:</u></p> <ul style="list-style-type: none"> • Teacher training / distancing <p><u>PE:</u></p> <ul style="list-style-type: none"> • Outside as much as possible • Possible stay in place exercises • Separate entrance / exit <p><u>Computers and Music:</u></p> <ul style="list-style-type: none"> • Teacher travels to classroom to limit student movement <p><u>Library:</u></p> <ul style="list-style-type: none"> • Books returned quarantined 3-5 days <p><u>Office Social Distancing:</u></p> <ul style="list-style-type: none"> • Plexiglass shielding • Doors locked with magnetic strips in to prevent touching door handles. 	<p><u>Traveling to and from:</u></p> <ul style="list-style-type: none"> • Teacher training / distancing <p><u>PE:</u></p> <ul style="list-style-type: none"> • Outside as much as possible • Possible stay in place exercises • Separate entrance / exit <p><u>Library:</u></p> <ul style="list-style-type: none"> • As normal with distancing <p><u>Office Social Distancing:</u></p> <ul style="list-style-type: none"> • Plexiglass shielding • Doors locked with magnetic strips in to prevent touching door handles.
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Keeping our Staff and Students Safe

Screening and Notifications

Parent Screening of Students-Parents are asked to screen students on a daily basis using the provided screening questions. It is important that this be done every day for every child as this helps keep everyone safe.

*At this time the screening tool is being updated by Minnesota Department of Health. The last screening tool was from June and we are being told that this is being updated to include the most current understanding of symptoms. This resource will be available to parents as soon as the new screener is released by Minnesota Department of Health.

Students Riding the Bus - Students will have their temperatures checked and symptom questions will be asked of all students when loading the bus. Students that have a temperature above 100.4 degrees Fahrenheit and or have COVID-19 related symptoms will not be allowed to ride the school bus. Parents will be notified as soon as possible by the school.

Students Being Dropped Off by Parents - Students will have their temperatures checked and symptom questions will be asked of all students as soon as they exit their vehicle. Students that have a temperature above 100.4 degrees Fahrenheit and or have COVID-19 related symptoms will have to get back in the car and go home for the day. Parents will be asked to wait until their child has passed the screening process.

Students Walking to School - Students that have a temperature above 100.4 degrees Fahrenheit and or have COVID-19 related symptoms will have to go home. Parents will be notified as soon as possible by the school.

Screening Procedures for Staff

Temperatures will be checked and symptom questions will be asked of all staff before entering the building. Staff that have a temperature above 100.4 degrees Fahrenheit and or have COVID-19 related symptoms will have to go home.

Notification/Communication from the School

The School District will adhere to all HIPPA confidentiality requirements and will share general information when appropriate to best inform parents in order to keep children safe at school.

Crookston Public Schools will follow the Minnesota Department of Health guidelines should there be exposure to students in school. Parents will be notified and appropriate local, state and federal guidelines will be followed.

Visitors

To control the exposure of students and mitigate risk from outside sources, Crookston Public Schools will not allow visitors, guests, or other adults who are not performing essential duties for the School District to enter any of the schools. Exceptions may be made by the School Principal for educational necessity.

Masks

As of July 25, 2020 the Minnesota Governor mandated masks statewide. At this time masks are required to be worn by all students and staff (see exceptions below). Crookston Public Schools will follow local, state and federal guidelines on masks and will communicate any changes to those guidelines that affect families.

Failure to wear a mask is a safety issue for other students and refusal to wear one will result in students being sent home. Appropriate accommodations will be made for students with medical concerns that may inhibit their ability to wear a mask

Types of Masks Allowed: A “face covering” must be worn to cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, a scarf, a bandanna, a neck gaiter, or a religious face covering.

Types of Masks Not Allowed: Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air. Any mask which violates the rights of others and/or disrupts the educational setting, including insignia and gang related colors, is prohibited in the school setting. This includes but is not limited to: masks with drug, alcohol or tobacco advertising; print or graphics which is sexually explicit or suggestive; representations which are inappropriate, offensive or demeaning to any group.

Exceptions to the Mask Order: In addition, staff, students, and other persons present indoors in a school building or district office may temporarily remove face coverings in the following situations, provided that social distancing is maintained to the extent possible:

- When engaged in physical activity (e.g., during recess or physical education) or sporting events where the level of exertion makes wearing a face covering difficult or impracticable.
- When eating or drinking.
- This provision applies only when directed by staff for specific educational or performance reasons: During practices or performances, that involve singing, acting, public speaking, or playing musical instruments that make wearing a face covering difficult or impracticable.
- In response to requests to verify an identity for lawful purposes.
- When communicating with an individual who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with that individual while wearing a face covering difficult.

- During activities, such as swimming or showering, where the face covering will get wet.
- While receiving a service—including nursing, medical, or personal care services—that cannot be performed or would be difficult to perform when the individual receiving the service is wearing a face covering. Workers performing a service for an individual who is allowed to temporarily remove their face covering under this provision must comply with the face covering requirements in the applicable Industry Guidance

Face Shields: Face shields may be used as an alternative to face coverings in the following situations:

- For students who are unable to tolerate a face covering due to a developmental, behavioral, or medical condition.
- For teachers of all grades when a face covering would impede the educational process.
- For staff providing direct support student services when a face covering would interfere with the services provided.
- For students in kindergarten through grade 8 when wearing a face covering is otherwise problematic for the student.

Cleaning and Sanitizing

- Cleaning and sanitization will follow CDC guidelines, including frequent cleaning of high touch points. Deep cleaning will occur in the evening or once students have exited the building.
- EPA approved disinfecting products will be used to disinfect hard surfaces throughout the day and after school.
- Hand sanitizer will be available in common areas and near entrances to allow students to sanitize.
- Handwashing will be strongly encouraged for both students and staff as this is the best option for sanitization. Education on proper handwashing will be provided by Crookston Public Schools.

Safe School Operating Procedures

All schools are adding additional lunch periods and additional tables to ensure students safety for social distancing based on the three models.

At Crookston High School students will follow a traditional schedule on days they are in school and move from room to room for grades 10-12. Grades 7-9 will still be moving from room to room; however, efforts will be made to have students in cohorts to mitigate exposure to other students. At Highland Elementary and Washington Elementary students will remain in their classroom as much as possible. Staff will move to students as much as possible. Students will be moving at times for lunch, recess and Phy Ed.

Any child with a temperature identified in school above 100.4 degrees Fahrenheit and or have COVID-19 related symptoms will be immediately quarantined in an isolated area

supervised by a staff member. Parents will be contacted as soon as possible and the student will need to be picked up immediately and will not be allowed to return as long as COVID-19 related symptoms continue.

Parent Responsibilities

We can only be safe and responsible if we all play our part. We are asking parents and guardians to help us with a few items in order to keep everyone safe:

- Conduct a screening every school day with each child. Use the screening tool that is distributed by the school district. If your child does not pass the screening, do not send your child to school.
- If your child is experiencing symptoms, please keep your child home. We have put in place temp checks, however, need your help to ensure that we don't expose other children to sickness.
- Talk to your child about the importance of wearing a mask, socially distancing, and washing hands. School staff will be working to reinforce these concepts and will certainly be training students; however, we need your help to make this happen.
- Report any suspected symptoms or confirmed cases of COVID-19 to your building Principal so that we can take measures to keep everyone safe.
- Ensure that your contact information is up to date so that we can quickly contact you if there is any information that we need to share with you.
- Develop a plan as a family should the school need to move to a more restrictive plan.