

Richland #44 School District
Smart Restart
Fall 2020



Richland #44 Mission Statement: Educating students to be responsible citizens and leaders.

Richland #44 Vision Statement: To empower and engage ALL to succeed in an inclusive, student-centered environment that promotes learning and growth. We will accomplish this by utilizing a standards-referenced curriculum that focuses on the overall development of academic skills, technology literacy, and life skills.

Table of Contents

Table of Contents	2
Letter from the Superintendent	4
Plan Overview	5
Guiding Principles	5
Phased Approach to In-Person Instruction Plan	6
Richland #44 Phased Approach	6
Instruction & Technology	7
In-School Logistics for Plans A and B: ELEMENTARY	7
Logistics	7
During the School Day	7
Dismissal	8
In-School Logistics for Plans A and B: JR/SR HS	8
Arrival to School	8
During the School Day	8
Dismissal	9
Plan B: Hybrid Learning for Jr/Sr HS	9
Food Service	9
Facility Access	9
Transportation	10
After School Program	10
Activities	10
Distance Learning Plan	12
Elementary Distance Learning Overview	12
Schedule	12
Attendance	13
Delivery Method	13
Communication	13
Jr/Sr HS Distance Learning Overview	13
Bell Schedule	13
Attendance	13
Delivery Method	14
Communication	14
Educational Staff Expectations	14
Ensuring Equitable Services	14
Special Education	14
English Learner Considerations	15
Federal Title Considerations	15

Counseling Services	16
Assessment and Grading Practices	16
<i>Virtual Academy</i>	17
Educational Delivery - Elementary	17
Educational Delivery - Jr/Sr HS	17
<i>Health and Safety Plan</i>	18
Health Protocols	18
Physical Distancing / Group Size	18
Cleaning Protocol	19
Additional Safety Measures	19
COVID-19 Response Plan	21
COVID-19 Response Team	21
Most common symptoms of COVID-19	21
Protocols for possible COVID-19 scenarios	22
Quick reference sheet: Key actions for individual COVID-19 events	23
Protocols for individual exposure or individual positive test	24
Protocols for potential school closure (partial or full) or district closure	30
<i>Daily Health Screening at Home</i>	33

Letter from the Superintendent

Dear Colt Country,

It is with mixed emotions that we begin the 2020-2021 school year; we are excited about the possibility of seeing our students again in person but recognize that this will be an unusual school year.

The purpose of this plan is to describe the protocols, guidelines, and logistics for returning to school this fall during the COVID-19 pandemic. This plan is fluid; with changing guidance and research, this plan may change at any time. If and when it does, we will communicate that to all parents/guardians, staff, and students as quickly as possible.

This plan was created with the safety of students and staff at the forefront and with guidance from the Center for Disease Control (CDC), North Dakota Department of Health, and Richland County Health Department. We know that in-person instruction is the most effective method for students to learn and recognize that in order for that to happen and *continue* to happen, clear health and safety protocols must be in place.

Our reentry plan committee was comprised of staff volunteers from both of our buildings. I want to thank them for their time and commitment to a solid plan during their summer break. Members include:

Mark Aamold
Laura Baker
Tony Boehm
Tiffany Carlson
Monica Clark
Kendra Dockter

Britney Gandhi
Sheila Gunness
Jill Harris
Elicia Hofmann
Melissa Hudson

Amanda Jacobson
Chris Potter
Dave Pasqual
Dawn Storbakken
Spencer Timm
Lois Vorachek

I want to thank our school board for their guidance and support throughout this process; they have met more than normal in order to review our suggestions and provide meaningful feedback. I want to thank our parents/guardians for their flexibility and understanding as we transition into this school year. Last but certainly not least, I want to thank our Richland students for their patience and positivity as they navigate one of the strangest times in their young lives.

I highly encourage all constituents to review this reentry plan. Protocols for various situations regarding possible COVID-19 spread are included at the end of the document.

As always, please be in touch and ask questions. We will continue to communicate throughout the school year and believe we have a solid plan to keep students and staff safe while delivering a high-quality education.

Warmly,

Dr. Britney Gandhi
Superintendent
Jr/Sr HS Principal

Plan Overview

Guiding Principles

The state of North Dakota maintains the following assumptions for our K-12 Smart Restart plan.

- Schools will provide instruction in the fall and throughout the 2020-21 school year.
- COVID-19 may continue to spread throughout the school year.
- Every student will have the opportunity to engage in a full year of learning, irrespective of the spread of COVID- 19 in a community.
- Depending upon local conditions, as reported by NDDoH and local public health units, instruction may be face-to-face, virtual, or a hybrid.
- Each district will work in collaboration with local health professionals (including local public health units), faculty, students, staff, and families.
- Each district will make decisions based on the most current guidance from the Centers for Disease Control and Prevention (CDC), current status of virus spread in and around the school community as reported by NDDoH and local public health units, and in the best interests of staff, students, and families.
- School boards will play a vital role as this unprecedented event unfolds. With the situation changing daily, good policies and best practices are as important as ever and the public is looking to their school district leadership teams to provide a unified message to employees, parents/guardians, students and the general public.
- Schools will take practical steps to mitigate the spread of the virus while continuing to focus on student learning.
- Schools are congregate settings. Congregate settings are known to increase transmissible moments and therefore, more susceptible to spreading COVID-19.
- Each district required to conduct tribal consultations under the Every Student Succeeds Act will work in collaboration with the tribal leadership.
- These guiding principles are not all-inclusive and are not intended as legal advice.

The state of North Dakota maintains the following expectations for schools.

- Schools will continue to be a safe environment for students, focusing on both social-emotional and physical health. Local decisions will be rooted in what is best for students.
- School districts should prioritize state guidance and utilize national recommendations as a guide.
- School administrators will make reasoned judgments to limit the spread of COVID-19.
- School administrators will work with their school boards, faculty, staff, and community to communicate decisions and data guiding those decisions.
- Health and Safety Plans will be approved by the district's school board in consultation with local public health units. Those plans are published on the school's publicly accessible website. Governor's Executive Order 2020- 38
- Schools will have a school board approved Distance Learning Plan on file that includes all elements contained in the Governor's Executive Order 2020-38. School districts can use their original Distance Learning Plan but will include new information required and improvements made. Those plans will be published on the school or district's website.
- Schools will take into consideration a hybrid approach to in-person instruction along with distance learning to best meet the health and safety plans of all students and families.
- Schools will utilize the North Dakota High School Activities Association's (NDHSAA) guidance for all decisions regarding school athletics, activities, and competitions.

Phased Approach to In-Person Instruction Plan

From the North Dakota Department of Public Instruction website:



The K-12 Smart Restart has adopted the color-coded guidance in the ND Smart Restart Plan. This plan categorizes reopening into five phases: red, orange, yellow, green and blue. These designations signal how restrictions on school, work, congregate settings and social interactions will ease in each county. This color-coded guidance can be applied during the levels of ND Smart Restart to protect the health, bolster confidence and provide more security. It is likely that counties across the state could be in different phases based on multiple factors used to determine health guidance. Contact the local public health unit for information.

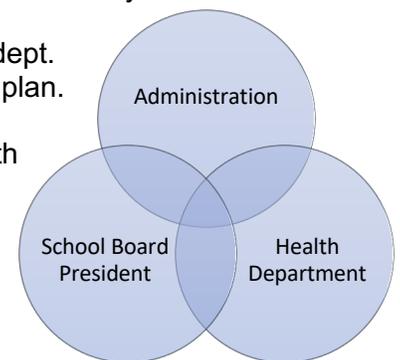
Richland #44 Phased Approach

We assert that in-person learning is the most effective way for children to learn. However, health and safety are the priority as we create this plan. A four-tier system was created to align to the state’s phased approach to in-person learning.

Plan A Lower risk	Plan B Some risk	Plan C Moderate risk	Plan D High risk
School is open and instruction is in-person	<ul style="list-style-type: none"> Elementary students in person Jr/Sr HS students are in a hybrid learning model 	<ul style="list-style-type: none"> Most students are distance learning The district will provide in-person instruction for special populations including students on IEPs and at-risk learners 	<ul style="list-style-type: none"> School is closed Distance learning for all students

The decision to move tiers will be based on a variety of information including state COVID-19 numbers, county COVID-19 numbers, local cases, and county health recommendations. The decision to move levels/tiers will be made in collaboration with the Richland County Health Department. The following individuals will be part of the decision-making team: school administration, school board president and health dept. That team also has the school board’s authority to make changes to the plan.

This plan was created with the guidance from the Richland County Health Department who highly encouraged us to keep student classrooms separated from others as best as possible. In the event of an infection, if students stayed within their classroom/grade level cohorts, then further spread may be mitigated.



Instruction & Technology

In-person instruction will occur in Plan A and Plan B. Every student in grades K-12 will have a 1:1 device. Students in grades 5-12 are expected to bring the device back and forth each day between home and school. PK-3 students will integrate more practice with the devices in school so if we must transition to distance learning, they know how to use the devices and apps.

The distance learning plan for Plans C and D is included in a separate section later in this document.

In-School Logistics for Plans A and B: ELEMENTARY

Logistics

Arrival time is between 8:00am and 8:30am; school begins at 8:30am.

Parents/caregivers are asked to conduct a health screening at home including a temperature check (temperatures of 100.3 or higher should not come to school). Students must be wearing face coverings when they enter the building.

Students can eat breakfast, sit in their assigned section, or go to the playground (if it is their assigned playground day).

- 8:00-8:10 – Students will be seated in the gym by class. Playground usage will be on a rotation by day (2 classes per morning).
- 8:10 – teachers pick up students from the gym; students read or work quietly in the classroom.
- 8:10-8:30 – as students arrive, they go straight to the classroom except for classes on the playground.
- 8:30 – staff members walk the 2 playground classes to the classroom

During the School Day

Face coverings are required during transitions (arrival, hallways, dismissal, etc.). Students or staff with medical concerns with face coverings may be exempt with documentation from a health professional. Face coverings should cover mouth and nose.

Students will use hand sanitizer when entering every classroom.

Visitors picking up students early will wait in the vestibule and must wear a face covering; they will not enter the main office.

Lunches and recesses will be staggered to avoid classes intermixing. Specials classes (PE, music, library and counseling) will be separated by group (in addition to grade level).

Recess

- Classes alternate between inside and outside recess
- Staggered outside recess times

- Inside: two classes will split the gym

Classroom Setup

- 3 feet apart when possible
- Remove all cloth furniture and place in boys' locker room
- Students bring beach towel for spacing and outside use

Dismissal

Dismissal is at 3:15pm. Buses will pull into the parking lot to pick up students. Parents/caregivers will pick up on the north side.

Teachers will bring students out and stay with them until they are picked up or on the bus. Dismissal from the building will have staggered times:

PK-1st = 3:00

2nd-3rd = 3:05

4th-6th = 3:10

In-School Logistics for Plans A and B: JR/SR HS

Arrival to School

Arrival time is 8:00-8:25; 1st period starts at 8:25am.

Parents/caregivers are asked to conduct a health screening at home including a temperature check (temperatures of 100.3 or higher should not come to school). Students must be wearing face coverings when they enter the building.

8:00-8:10 – students go to the gym in the assigned grade level area.

8:10-8:25 – Students can be in the gym or 1st period classroom only.

All other areas will not be permitted.

During the School Day

Arrival time is 8:00-8:25; 1st period starts at 8:25am.

Face coverings will be worn unless physical distancing can be maintained; they are required during transitions. Students or staff with medical concerns with face coverings may be exempt with documentation from a health professional.

Students will transition from class to class. A schedule for every period will be created to stagger release times to ensure that groups are not passing each other.

We will be spacing out lockers; lockers will not be used during passing periods. Lockers can be used at the following times only; consequently, backpacks will be permitted in the classroom.

- Before school
- Lunch
- After school
- During class with teacher permission

Students will use hand sanitizer when entering every classroom.

Flex class will now be organized by grade level instead of mixed grades.

Dismissal

There will be a staggered dismissal schedule by class with time allotted for students to go to their lockers. Students must immediately exit the building or go to the locker room.

Plan B: Hybrid Learning for Jr/Sr HS

In an effort to increase physical distancing for older children, Jr/Sr HS students will follow a hybrid model in Plan B. Grade levels will be split into Groups A and B and will alternate days in person and home.

Group A will attend school on Mondays, Wednesdays, and the first Friday (alternating).
Group B will attend school on Tuesdays, Thursdays, and the second Friday (alternating).
Some students may need to attend daily based on academic need.

When students are at home, they are required to log into every class live and on time. Attendance will be taken in PowerSchool for all students at the beginning of class, whether in person or at home.

Food Service

We will continue to serve meals at both of our campuses this school year. At our elementary school, breakfast, lunch and a snack will be served. At the Jr/Sr HS, lunch will be served.

Meals will take place in several locations throughout the school, but not in classrooms to avoid students eating off of disinfected tables. Students will eat with their specific classes in order to avoid groups intermixing.

Kitchen staff will serve all food so that multiple hands are not touching serving utensils. There will not be a salad bar; rather, vegetable and fruit cups will be individually organized. Condiments and dressings will be provided in individual disposable cups; silverware and napkins will be pre-wrapped.

In the case of distance learning (Plans C and D), families will have an opportunity to continue meal service through a delivery option. The cost of breakfast and lunch will be the same as in school.

Facility Access

We will have extremely limited visitor access to the building. The only visitors to the buildings will be by appointment or official school business; face coverings are required for visitors. Visitors picking up students early must wait in the vestibule (elementary) and entryway (Jr/Sr HS).

Facilities will not be available to the public or for request.

Transportation

Bus transportation will be provided for Richland #44 students, but we are encouraging families to find alternative transportation (if possible) to reduce the number of students on buses. With fewer students on buses we will be able to more effectively physically distance students.

Upon entry on the bus, students must wear a face covering. Students will be seated from the back of the bus and will have assigned seats by families. Spacing between families will be implemented. Face coverings are required throughout the duration of the bus ride.

Bus drivers will sanitize buses after morning routes and clean and disinfect buses after evening routes.

There is always the possibility that transportation will not be provided if circumstances make it challenging to provide.

After School Program

The After School Program for grades PK-6 will still be in place. Fees will be charged as normal. Face coverings will be worn when physical distancing cannot be maintained; they are required during transitions.

Activities

North Dakota High School Activities Association (NDHSAA) released guidelines for activities this school year. They encourage regions to agree on guidelines for spectators, locker room use, and other items in order to avoid confusion. Below are our Richland #44 Activities Guidelines.

Tickets

- A cashless ticketing system will be used and tickets must be prepaid. Season passes will not be sold this year.

Spectators

- Home Games
 - There will be fewer spectators permitted to attend games than in previous years in order to maintain physical distancing. A specific number for each sport will be determined before the first game.
 - Volleyball
 - Every other row in the stands will be blocked off to encourage physical distancing.
 - Spectators will be required to wear face coverings as soon as they enter the building. Players and coaches do not have to wear face coverings, though NDHSAA recommends wearing them on the bench.
 - Junior high games will take place in the new gym so spectators can more effectively physically distance.

- Football
 - Spectator benches will not be in use except for those with physical challenges. Spectators are encouraged to bring their own chairs and to spread out around the field.
 - Face coverings are recommended outside during football games when physical distancing cannot be maintained.
- Away Games
 - Players will receive two tickets for away games in the form of a wristband. Players can choose to whom to give their two wristbands.
 - The same system will be used for visitors to our home games (two tickets per visiting athlete).

Concessions and Fundraising

- Concessions will be available and will follow the ND Department of Health Guidelines for Restaurants.
- Concession sales will be cashless.
- No fundraising will occur during activities.

Locker Room Use and Team Meals

- Visiting teams will not utilize our locker rooms. Athletes should come dressed and come straight to the gym (volleyball) or field (football). Bathrooms will be available.
- Pre-game team meals will not occur; athletes should bring their own food and drink

Live Streaming

- All games will be livestreamed online for viewers to access.

Distance Learning Plan

The purpose of this section is to outline our distance learning plan in the chance that we transition to distance learning during this school year. According to our tiered system, we will transition to distance learning in Plan C and Plan D. If we must move to Plan C, most students will be in a distance learning model; if we move to Plan D, all students will be in a distance learning model. Below is the distance learning plan for each building.

This plan was created according to the North Dakota Smart Restart K-12 Guiding Principles and Expectations.

Plan A Lower risk	Plan B Some risk	Plan C Moderate risk	Plan D High risk
School is open and instruction is in-person	<ul style="list-style-type: none"> • Elementary students in person • Jr/Sr HS students are in a hybrid learning model 	<ul style="list-style-type: none"> • Most students are distance learning • The district will provide in-person instruction for special populations including students on IEPs and at-risk learners 	<ul style="list-style-type: none"> • School is closed • Distance learning for all students

Elementary Distance Learning Overview

Synchronous (live) learning will be the primary means of learning. ELA (reading, writing, phonics, etc.) and math will be the subjects of most emphasis so that students do not fall behind in essential math and reading skills. All K-6 students will have a 1:1 device to utilize from home; internet service will be provided for homes that do not have it.

Teachers will continue to teach to North Dakota State Standards and track student progress towards standard mastery. The focus in blocks 1 and 2 will be reading and math so that students do not fall behind in those crucial foundational areas. Science and social studies content will be integrated through those blocks, particularly through reading passages.

Schedule

8:30-9:30	Block 1	12:30-1:00	Small group/specials
10:00-11:00	Block 2	1:15-1:45	Small group/specials
11:00-12:30	Lunch break	2:00-2:30	Small group/specials

Attendance

Attendance will be taken in PowerSchool for blocks 1 and 2. If a student has an excused absence then a recorded lesson will be sent via SeeSaw (PK-2) or Google Classroom (3-6).

Delivery Method

Uploading assignments

- PK-2nd = SeeSaw
- 3rd-6th = Google Classroom

Live teaching

All synchronous learning will occur via Zoom.

Communication

All communication between parents/caregivers and teachers will occur using the Remind app.

Jr/Sr HS Distance Learning Overview

Synchronous (live) classes will be our delivery model. We will follow our same general bell schedule and students are expected to log into every class every day. Teachers have the option to teach from their homes or classrooms, if safety options allow. All students will have a 1:1 device to utilize from home; internet service will be provided for homes that do not have it.

Teachers will continue to teach to North Dakota State Standards and track student progress towards standard mastery.

Bell Schedule

1st	8:25-9:05
2nd	9:19-9:59
3rd	10:13-10:53
4th	11:07-11:47
<i>Lunch</i>	<i>11:50-12:20</i>
5th	12:25-1:05
6th	1:19-1:59
7th	2:13-2:53
<i>Intervention</i>	<i>3:07-3:30</i>

Attendance

Attendance will be taken at the beginning of each period; we will follow our same attendance policy. All attendance will be tracked in PowerSchool.

- Present = on time and present
- Tardy = 1-9 minutes late
- Absent = absent from class or 10+ minutes tardy

Delivery Method

All classes will be delivered through Google Classroom. Assignments will be due in Google Classroom at the beginning of that class period.

Grades will be entered into PowerSchool only (not Google Classroom). This means parents/caregivers only need to log into PowerSchool to see both attendance and grades.

We will utilize Google Meets for all classes.

Communication

Communication between classroom teachers and parents/caregivers will be through email (not Remind or another app).

Educational Staff Expectations

While the delivery method will look different than in-person instruction, our teachers are expected to continue to teach the North Dakota State standards from a distance. The transition to more synchronous learning will help them do that more effectively. Paraprofessionals will help with interventions and small group instruction through synchronous methods.

We will continue to support our staff by constantly communicating updates as we have them, providing them with up to date policies and federal changes (i.e. the FFCRA law that came into effect), and professional development opportunities. We are planning to incorporate three additional in-service days in August in order to provide more professional development in the areas of technology and engagement, among other items.

Ensuring Equitable Services

Special Education

Contingency plans will be created for distance learning for every child on an IEP.

Students receiving special education services through an IEP and 504 plans are unique and require special services in the event of a closure. USDOE guidance indicates that once schools provide learning opportunities to students during a closure, the LEA must make every effort to provide special education services and related services to a child in accordance with the IEP.

Special education and related service staff will communicate with parents/caregivers by phone, text, email, and/or online video meeting at the start of distance learning to ensure that materials are accessible to each student.

Individualized instruction, small group instruction, and structured study halls can be adjusted to work within the distance learning experience. This may be a mix of scheduled live instruction, pre-recorded lessons with feedback for student responses, or chat or email exchange.

Special education teachers will also communicate with general education instructors regarding the Adaptation of Educational Services as set forth by a student's IEP. Virtual services will be offered to meet student needs.

Decisions regarding long-term changes in service minutes will be decided on as an IEP team. These changes will be identified on a Notice of Changes to IEP without an IEP team meeting to allow for a narrative explanation of how services will be provided during the distance learning experience. The Prior Written Notice of Special Education Action will also be used to document these temporary changes to a student's IEP.

Any IEP team meetings that have been planned or need to occur during the distance learning time period will be conducted in a format conducive to and at the consent of parents/guardians.

Speech-Language Therapy Services

The speech-language pathologist will provide students and their parents/guardians with options in how to receive their speech therapy services. Each student's speech therapy needs are very different from one another, and individualized. Richland #44's goal is to continue that format for speech therapy services. Each student's parent/guardian will be contacted via phone, email, and/or online video meeting. The parent/guardian will be asked how they would like services to continue. Parent's/guardians will be provided with options for adjusting their services, if this is something they chose to do, with the intent to allow parents to provide their own thoughts and ideas. Examples of possible options proposed to parents would be:

1. Continue IEP as written via teletherapy services.
2. Continue to receive scheduled speech therapy services via teletherapy but reduce service minutes to reflect limitations of providing services on an electronic format.
3. Continue to receive services through indirect instruction by providing resources, materials, recorded videos, etc., via distance learning to maintain and practice skills learned from speech therapy.

*Any of these options would come with the understanding that this is a temporary plan for a distance learning situation, and the speech therapist would return to the original IEP when in-person school resumes.

These plans are subject to change at the direction of the South Valley Special Education Unit, the North Dakota Department of Public Instruction, and the Office of Special Education Programs in order to follow applicable laws.

English Learner Considerations

Richland #44 School does not have any students identified as English Learners. If we have any students enrolled during the time of an extended closure that are English Learners, we will follow all accommodations previously listed in their plan. All students who enroll are given a Home Language Survey (HLS). If we enroll a student during the extended closure who indicates on the HLS that their home language is one other than English, we will follow procedures to assess him/her using the WIDA test and create an English Learner plan for them if the test indicates they qualify.

Federal Title Considerations

Richland #44 Elementary School is a targeted Title I school. Our Title I teacher delivers instruction to Title I students each week in both reading and math. In the event of an extended closure, she will deliver content in the following ways:

Grades K – 3: Students will attend synchronous small group learning sessions with the Title 1 teacher 2 – 3 days per week. Guided Reading, Great Leaps, and/or Words Their Way will be used to provide targeted instruction to each student.

Grades 4 – 6: Students will attend synchronous small group learning sessions with the Title 1 teacher 2 – 3 days per week. Guided Reading and Words Their Way will be used to provide targeted instruction to each student.

The Title 1 teacher will communicate with parents by phone, text, remind, and/or an online video meeting to ensure that materials are accessible to every student.

All students in grades 3 – 6 will have access to the IXL program for reading and math to utilize at home. The Title 1 teacher will track progress in this program.

Counseling Services

Richland #44 will provide equitable and accessible school counseling services to all enrolled students, whether in-person or virtually, according to the standards and practices required by the American School Counselor Association (ASCA). Students and/or parents may opt-out of individual school counseling services by contacting the student's building principal or school counselor. Opting out does not include dismissal from state-required career development content and/or other classroom counseling lessons. If a student and/or parent opts out of individual school counseling services, they may choose to opt back in at any time. If there are specific concerns about any school counseling services at Richland #44, please contact the building principal and/or the school counselor.

Counselors will utilize Zoom to meet individually with students. They will set up meetings based on teacher referral, parent request, or student request.

Counselors will continue teaching whole-group social emotional learning (SEL) lessons biweekly like they do during the school year. For the elementary, our counseling lessons will be built into the specials and small group afternoon schedule. For the Jr/Sr HS, SEL and career development lessons will go through the classroom teacher every other week as is done when in person.

Assessment and Grading Practices

In order for students to grow academically, it is essential that they are assessed on their work and given feedback. Teachers will be assessing student work as assignments are uploaded. They will be utilizing distance learning quizzes and tests, discussion boards, electronic delivery of assignments, and regular actionable feedback.

PowerSchool will be utilized for all grading; elementary grades are entered at the end of the quarter and Jr/Sr HS grades are updated each week.

Individual elementary reading levels will be assessed before school begins using the Fountas and Pinnell benchmark assessment system. Aimsweb and STARS will be used to assess reading and math once school begins. At the Jr/Sr HS, STARS and AIMS Complete will be utilized to assess students' reading and math levels.

Virtual Academy

Families who decide that they do not want students participating in person can select the Virtual Academy. Decisions will be made for one semester at a time and must be communicated to the school at least two weeks before the semester begins. No medical documentation or rationale is required to opt into the virtual academy.

The only exception to moving in or out of the virtual academy is if a medical concern arises and a medical professional determines that a student must stay home.

If a student must self-isolate or quarantine due to COVID-19 exposure or a positive test, an alternate plan will be created for their learning; they would not fall under this distance learning opt-in plan unless they will be gone for longer than a few weeks.

Families must decide whether to participate in distance learning for a semester at a time. Below are the semester dates and the deadline to sign up.

	Start Date	End Date	Deadline to Opt in
Semester 1	August 26 or 31	January 14	August 14
Semester 2	January 15	May 27	December 11

Educational Delivery - Elementary

A 3rd party will provide the virtual academy to our K-6 students. Specifically, we will participate in the DRN Readitech Virtual Academy.

- Accredited through Arizona State University
- 4 core courses (reading, math, science and social studies)
- 2 elective courses (physical education and music)
- Cost to the district is \$1,500 per student per semester (\$3,000 per year); no cost to families

Educational Delivery - Jr/Sr HS

Most classes at the Jr/Sr High School will be livestreamed straight from the classroom; students will be taught by Richland staff. Teachers will utilize Google Classroom to post and receive assignments.

Courses that cannot be effectively taught through a livestream will be offered through NDCDE. The cost to the district is \$149 per semester credit for every NDCDE course. Students may have the option to enroll in a DRN Readitech Virtual Academy course at \$500 per course if not offered by NDCDE.

Virtual academy plan exceptions may be made for students on an IEP or 504 plan.

Health and Safety Plan

Maintaining student safety is the number one priority of our school district. This Health and Safety Plan will outline the guidelines, protocols, and processes we will have in place in order to maintain a safe environment for our students and staff.

All faculty and staff will be trained on the implementation of our Health and Safety Plan during our in-service days in August 2020. This will include the appropriate use and wearing of facial coverings.

Health Protocols

In School

- Health screenings conducted at home for students and staff; temperatures of 100.3 or higher should not come to school.
- Hand sanitizer readily available in every classroom.
- When entering a classroom/office, all students will be expected to use the wall mounted hand sanitizer prior to entering
- Frequent handwashing
- Shields in main offices in front of secretaries and in offices for staff that work individually with students
- Face coverings
 - Jr/Sr HS staff and students will wear face coverings when physical distancing cannot be maintained.
 - Elementary students wear face coverings during transitions outside of the classroom
 - Students and staff are encouraged to bring their own face coverings, but we will have some available if not.
 - Reusable face coverings should be washed daily
 - Face shields are not considered to be as effective as face masks
- Water fountains turned off (bottle fill function will be on)
- Purchase and installation of hands-free paper towel dispensers

On the bus

- Students will be seated from the back in order of pickup; families will be seated together.
- Students will be spaced out several rows to maintain physical distancing.
- Face coverings are required.
- The bus drivers will have plastic barriers surrounding the driver's seat.

Physical Distancing / Group Size

- Staff will reconfigure rooms to best fit CDC recommendations
- Social distancing where possible
- Controlled movement where possible
- No mass gatherings
- Staggered schedules
- Utilize outdoor spaces when feasible
- Elementary: an updated recess schedule will be created to minimize the groups together
- Jr/Sr HS

- A staggered hallway passing period schedule will be implemented so students are not passing each other.
- Lockers will not be utilized during passing periods.

Cleaning Protocol

Plans A&B

- Continue routine cleaning and disinfecting to maintain a healthy environment
- Disinfecting in AM prior to students/staff arrival of all high touch surfaces
- Cleaning in PM after students/staff leave the building. Focus will be on all high touch surfaces and visibly soiled surfaces
- Throughout day classroom staff disinfects all touch surfaces
- New liners will be used in all trash receptacles each day
- Ventilation systems (where applicable) will be checked regularly. Focus on an enhanced filter changing rotation.
- Implement the use of appropriately sized air purifiers in rooms where rooms cannot be mechanically ventilated. Example might be rooms with stand-alone unit ventilators and/or air conditioning units
- Ventilation systems (where applicable) economizer setting will not be used. Discharge air dampers to be set to 100% exhaust.

Plan C

- Close off the area used by the sick person(s) for 24 hours.
- Other areas of building COULD remain operational.
- Open outside doors and windows if possible
- Clean and disinfect all areas used by the person(s)
- Vacuum the area using a HEPA filtered unit
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty
- If possible, turn off fans and HVAC system while vacuuming
- Once an area has been appropriately cleaned and disinfected, it can be opened for use.

Plan D

- See Plan C
- If a building is to be closed for more than 7 days, additional cleaning and disinfection is not necessary.

Additional Safety Measures

- Students will not share materials in classrooms. For classrooms that utilize equipment (i.e. PE), the teacher will sanitize the materials in between each group.
- The building will be closed to visitors with the exception of scheduled business or scheduled maintenance.

MASKS & FACE COVERINGS

DON'T:

Leave your nose uncovered



Leave your chin uncovered



Leave excess room around your nose, chin or cheeks



Remove your mask to talk or "store" it under your chin



Modify your mask or use masks with any openings



DO:



- 1 Extend the bottom of the mask under your chin
- 2 Make sure the top of the mask sits on the bridge of your nose
- 3 Ensure there are no gaps along your cheeks

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COVID-19 Response Plan

COVID-19 Response Team

Dr. Britney Gandhi

Superintendent and Jr/Sr HS Teacher

COVID-19 Response Coordinator

Jr/Sr HS contact for Department of Health if an individual tests positive in the building

britneygandhi@k12.nd.us

Office: 701-372-3713

Cell: 701-353-1380

Responsibilities: Oversee the implementation of the reentry plan at the district level and Jr/Sr HS building, oversee staff training in health practices and protocols, communicate district-wide decisions to all stakeholders, and take part in decision making to move levels in the plan (A-D).

Elicia Hofmann

Elementary Principal

Elementary school contact for Department of Health if an individual tests positive in the elementary building (K-6)

elicia.hofmann@k12.nd.us

Office: 701-553-8321

Cell: 701-587-3003

Responsibilities: Oversee the implementation of the reentry plan in the elementary building and take part in decision making to move levels in the plan (A-D).

Spencer Timm

Activities Director

spencer.timm@k12.nd.us

Office: 701-372-3713

Responsibilities: Oversee the implementation of the reentry plan in all activities and help decide if activities will continue or be cancelled.

Most common symptoms of COVID-19

The single most important thing to do if any of the following symptoms are present is to STAY HOME. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a bad cold; please do not assume it is another condition. When in doubt, stay home.

Please STAY HOME if you have any of the symptoms listed. In order to get a COVID-19 test, families can contact Richland County Health Department at 701-642-7735 or contact their local health provider.

Below is the full list of symptoms for which caregivers should monitor their children, and staff should monitor themselves (Center for Disease Control, 2020):

- Fever (100.3° Fahrenheit or higher), chills, or shaking chills
- Cough (not due to other known cause, such as chronic cough)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat

- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies) when in combination with other symptoms

Protocols for possible COVID-19 scenarios

While specific protocols vary, there are some common elements for each possible COVID-19 scenario:

- Evaluate symptoms
- Separate from others
- Clean and disinfect spaces visited by the person
- Test for COVID-19 and stay at home while awaiting results
- If test is positive:
 - Remain at home at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms
 - Monitor symptoms
 - Notify the school and personal close contacts
 - Answer the call from NDDoH or contact tracing to help identify close contacts to help them prevent transmission
 - Secure release from contact tracers for return to school

The following pages outline protocols for the scenarios below.

Protocols for individual exposure or individual positive test

- Protocol: Student or staff tests positive for COVID-19
- Protocol: Close contact of student or staff tests positive for COVID-19
- Protocol: Student is symptomatic on the bus
- Protocol: Student is symptomatic at school
- Protocol: Staff is symptomatic at home
- Protocol: Staff is symptomatic at school

Protocols for potential school closure (partial or full) or district closure

- Protocol: Presence of multiple cases in the school or district
- Protocol: Presence of significant number of new cases in a municipality
- Protocol: Statewide regression to a previous reopening phase

Quick reference sheet: Key actions for individual COVID-19 events

	Location of Event	Testing Result	Quarantine
Individual is symptomatic	<p>If an individual is symptomatic <u>at home</u>, they should stay home and get tested.</p> <p>If an individual student is symptomatic <u>on the bus or at school</u>, they will remain masked and adhere to strict physical distancing. Students will then be met by school personnel and stay in the holding room until they can go home. They will not be sent home on the bus.</p> <p>If an individual staff member is symptomatic at school, the school administrators will find coverage for their duties and the staff members will be asked to go home and get tested.</p>	Individual tests <u>negative</u>	Return to school once asymptomatic for 24 hours
		Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested</u>	Remain home in self-isolation for 14 days from symptom onset
Individual is exposed to COVID-19 positive individual	<p>If an individual is <u>at home</u> when they learn they were in close contact with an individual who tested positive for COVID-19, they should stay at home and be tested 7-10 days after their last exposure.</p> <p>If an individual is <u>at school when</u> they learn they were in close contact with an individual who tested positive for COVID-19, they will remain masked for the remainder of the day and adhere to strict physical distancing. At the end of the day, they will go home and will not be able to take the bus home. They should stay at home and be tested 7-10 days after their last exposure.</p>	Individual tests <u>positive</u>	Remain home (except to get medical care), monitor symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.
		Individual <u>is not tested or tests negative</u>	Remain home in self-quarantine for 14 days from last exposure

Protocols for individual exposure or individual positive test

Protocol: Student or staff tests positive for COVID-19

1. The student or staff member must remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. For most people who have relatively mild illness, they will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms.
2. The student's parent/caregiver or the staff member informs the proper school official (e.g. a designated person that is the COVID-19 school lead) that the individual has tested positive for COVID-19. The designated COVID-19 school lead in turn notifies others as pre-determined by the school (e.g., school leadership, school medical point of contact, building management, maintenance).
3. Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if not symptomatic) until the time of isolation.
 - a. If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected with an EPA approved disinfectant following the manufacturer's label, if they have not been cleaned and disinfected already.
 - b. Promptly clean and disinfect the student's or staff member's classroom and any other facilities (e.g., extracurricular facilities) visited by the individual, if that has not been done already.
 - c. Promptly clean and disinfect the bus(es) the student or staff member was on, if any, and if not already done.
4. ELEMENTARY SCHOOL (e.g., student has self-contained classroom throughout the day):
 - a. Send a communication to the other families in the student's class (e.g., student group) that there has been a positive test without naming the individual student or staff member who tested positive.
 - b. Communications sent to families/staff will:
 - i. Inform them there was a positive test (not the specific individual) in the self-contained classroom.
 - ii. Explain that since they were within this group of students and may have been within 6 feet of the person with a positive test, they are considered a "close contact" and therefore should be tested. (In cases where the student may have been in close contact with others outside their student group, having assigned seating and keeping up-to-date seating charts will help identify who should be instructed to be tested: specifically, those who were sitting next to the student, plus any others who also had close contact with the student.)
 - iii. Instruct those designated as close contacts to isolate prior to their test and while waiting for the results. In general, as the highest yield test will be a few days after the exposure, ideally, the test should occur 7-10 days after the last exposure. (In other words, if an exposure lasted several days, the best time to test is 7-10 days after the end of the exposure period.)
 - iv. Explain close contacts will need to remain home in self-quarantine for 14 days.

- v. Remind families and/or staff of the importance of not having contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).
 - vi. Remind families and/or staff of the list of COVID-19 symptoms for which to monitor.
- c. If the school finds out about the original COVID-19 positive test in the middle of a school day when the rest of the student group is in class:
- i. Make sure these students are wearing masks. Extra masks as may be needed will be provided by the school. Richland #44 will enforce strict physical distancing and require students to wash their hands.
 - ii. The school will quickly identify the individuals who may be “close contacts” of the student and notify students and their families.
 - iii. Caregivers of students in the class or other close contacts may pick students up prior to the end of the day. Caregivers must wear a mask/face covering when picking up their student. Students who are close contacts and students with any symptoms will not be allowed to ride the school bus to get home. Caregivers and students, as well as staff, should wash their hands upon arriving at home and change their clothes as a precaution.
- d. As feasible, to assist with contact tracing, schools will make a list including phone number and email of any other close contacts the student or staff member had, beginning two days before the onset of symptoms (or positive test if asymptomatic) until the individual was isolated. Those students and/or staff members will be instructed to get tested according to the same protocol as the student’s group above.
5. MIDDLE AND HIGH SCHOOL (e.g., no single self-contained classroom):
- a. The school will identify the student’s or staff member’s possible “close contacts” based on the assigned seating charts. The lookback period will begin two days before symptoms appeared (or two days prior to the date of the positive test if there were no symptoms) and include up until the time the student was isolated. Students and staff members who were within 6 feet of the individual for 15 cumulative minutes in class, on the school bus, or at extracurricular activities will be considered.
 - b. Follow the communication and other relevant Elementary School protocols above.
 - c. Close contacts will be encouraged to be tested for COVID-19. Sites may require pre-screening, a referral, and/or an appointment.
 - d. An individual identified as a close contact will need to quarantine for 14 days and until asymptomatic.
6. IF OTHERS IN THE SCHOOL TEST POSITIVE: Perform all steps under this protocol for that person. ALSO FOLLOW: “Protocol: Presence of multiple cases in the school.”
7. IF NO OTHERS IN THE SCHOOL TEST POSITIVE: Close contacts can return to school 14 days after last exposure as long as they remain asymptomatic.

Any area of the school visited by the COVID-19 positive individual will be closed off and/or cleaned and disinfected. The area should be closed as long as possible before cleaning and can be reopened immediately after cleaning, if needed.

Protocol: Close contact of student or staff tests positive for COVID-19

1. Current CDC and NDDoH guidance is that all close contacts of someone who has tested positive for COVID-19 will be asked to be tested, if appropriate, as determined by the contact tracer.
2. Sites may require pre-screening, a referral, and/or an appointment. An individual will need to quarantine for 14 days and until asymptomatic.
3. Because tests performed too early can be falsely negative, ideally the test should be performed 7-10 days after the last contact with the person who tested positive.
4. IF POSITIVE TEST: The student or staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

Protocol: Student is symptomatic at home

1. Family should monitor students at home each morning for the most common symptoms of COVID-19 (see list above).
 - a. IF NO SYMPTOMS:
 - i. Send student to school.
 - b. IF ANY SYMPTOM:
 - i. Do not send the student to school.
 - ii. Call the school's COVID-19 point of contact and inform them that the student is staying home due to symptoms.
 - iii. Current guidance is that all symptomatic individuals, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. Isolate at home until test results are returned.
 - v. Proceed as follows according to test results:
 1. IF NEGATIVE: Student stays home until asymptomatic for 24 hours.
 2. IF POSITIVE: Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms (Center for Disease Control, 2020). FOLLOW STEPS UNDER: "Protocol: Student / staff tests positive for COVID-19."

Protocol: Student is symptomatic on the bus

1. Although families are the most important first line of defense for monitoring symptoms, bus drivers and bus monitors also play an important role in flagging possible symptomatic students.

2. If symptoms are noticed as the student is getting on the bus and if there is a caregiver present, do not allow student to board the bus. Caregiver should then FOLLOW: "Protocol: Student is symptomatic at home."
3. If student is already on the bus, the bus driver will be asked to ensure student is masked and keeps mask on. The bus driver will try to ensure other students keep their masks on and that the student keeps required physical distance from other students.
4. Bus driver/monitor will call ahead to the bus service dispatch. The bus service dispatch will be equipped with appropriate cell phone numbers for school and district personnel. The dispatch will contact the school to inform the medical point of contact of a possible symptomatic child.
5. School personnel will meet the bus as it arrives, wearing a mask. As practical, student with possible symptoms should exit the bus first.
6. Bus should be cleaned / disinfected.
7. School medical point of contact will evaluate the student for symptoms (see list above: "Most common symptoms of COVID-19").
 - a. IF ANY SYMPTOM:
 - i. The parent will be contacted to pick up the student. The student will be placed in the designated holding room. There is no specific capacity limit for the holding room, but all students in the holding room will be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room will be enforced. Students can work on individual schoolwork or other activities while in the holding room.
 - ii. Contact caregiver for pick-up.
 1. IF CAREGIVER CAN PICK UP DURING THE DAY: Student will wait to be picked up in the holding room. Caregivers must wear a mask/face covering when picking up their student. Students will not be allowed to ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes, as a precaution.
 2. IF CAREGIVER CANNOT PICK UP DURING THE DAY: The student will wait in the holding room until the end of the day to be picked up by caregiver. The student will not go home on a school bus with other students.
 - iii. Current NDDoH and Richland County Health Department guidance is that all close contacts of someone who has tested positive for COVID-19 will be asked to be tested, if appropriate, as determined by the contact tracer. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. Sites may require pre-screening, a referral, and/or an appointment.
 - v. Isolate at home until test results are returned.
 - vi. Proceed as follows according to test results:
 1. IF NEGATIVE: If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
 2. IF POSITIVE: Student should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. Most people who have relatively mild illness will need

to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student/staff tests positive for COVID-19."

b. IF NO SYMPTOMS:

- i. If the evaluation shows the student does not have symptoms, send the student to class.

Protocol: Student is symptomatic at school

1. Although families are the most important first line of defense for monitoring symptoms, teachers will play an important role in referring possible symptomatic students to the school medical point of contact.
2. Teachers will try to ensure the student is wearing a mask that fully covers nose and mouth at all times.
3. Teacher will call the school medical point of contact to inform them that they have a possible case. The school medical point of contact will come get the student from class.
4. School medical point of contact will evaluate the student for symptoms (see list above: "Most common symptoms of COVID-19").

a. IF ANY SYMPTOM:

- i. The student will be placed in the designated holding room. There is no specific capacity limit for the holding room, but all students in the COVID-19 waiting room will be as far apart as possible, and no less than 6 feet. Strict mask wearing covering the nose and mouth at all times for every person in the room will be enforced. Students can work on individual schoolwork or other activities while in the holding room
- ii. Contact caregiver for pick-up.
 1. IF CAREGIVER CAN PICK UP DURING THE DAY: Student waits to be picked up in the holding room. Caregivers must wear a mask/face covering when picking up their student. Students will not be allowed to ride the school bus to get home. Caregivers and students should wash their hands upon arriving at home and change their clothes as a precaution.
 2. IF CAREGIVER CANNOT PICK UP DURING THE DAY: The student will wait in the holding room until the end of the day to be picked up by caregiver. The student will not go home on a school bus with other students.
- iii. Current guidance is that all symptomatic individuals, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
- iv. Sites may require pre-screening, a referral, and/or appointment.
- v. Isolate at home until test results are returned.
- vi. Proceed as follows according to test results:
 1. IF NEGATIVE: If the student does not have COVID-19, the student may return to school based upon guidance from their clinician and necessary management of another diagnosis. Student stays home until asymptomatic for 24 hours.
 2. IF POSITIVE: Student remains at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. Most

people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: “Protocol: Student or staff tests positive for COVID-19.”

b. IF NO SYMPTOMS:

- i. If the evaluation shows the student does not have symptoms, send the student back to class.

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COVID-19 EXCLUSION GUIDANCE
Decision Tree for Symptomatic
Individuals in Schools

Send home or deny entry if **ANY** of the following symptoms are present:
Fever (100.4°F or higher) **OR** two or more of the following symptoms: fatigue, headache, muscle/body aches, chills, cough, shortness of breath, sore throat, congestion/runny nose, nausea, vomiting, diarrhea, abdominal pain **OR** loss of taste and/or smell. This is in addition to [general infectious disease exclusion guidance](#). People who are ill should contact their health care provider for additional guidance.

<p>Has the person been clinically evaluated?</p> <div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-weight: bold;">Tested Positive for COVID-19 *^c</div> <p>Stay home at least 10 calendar days from onset of symptoms and for 24 hours with no fever and improvement of symptoms – whichever is longer.</p>	<p>Has the person been clinically evaluated?</p> <div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-weight: bold;">Clinically diagnosed (not tested) for COVID-19 *^c</div> <p>Stay home at least 10 calendar days from onset of symptoms and for 24 hours with no fever and improvement of symptoms – whichever is longer.</p>	<p>Has the person been clinically evaluated?</p> <div style="background-color: #ffc000; padding: 5px; text-align: center; font-weight: bold;">Alternate clinical diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth) ^d</div> <p>Follow provider directions/ recommended treatment & return guidance Follow the Child Care and School Infectious Disease Guidance.</p>	<p>For a person NOT clinically evaluated who is monitoring symptoms at home</p> <div style="background-color: #c00000; color: white; padding: 5px; text-align: center; font-weight: bold;">Fever (100.4°F or higher) OR two or more of the following symptoms: fatigue, headache, muscle/body aches, chills, cough, shortness of breath, sore throat, congestion/runny nose, nausea, vomiting, diarrhea, abdominal pain OR loss of taste/smell. ^c</div> <p>Stay home at least 10 calendar days from onset and for 24 hours with no fever and improvement of symptoms – whichever is longer.</p>	<p>For a person NOT clinically evaluated who is monitoring symptoms at home</p> <div style="background-color: #ffc000; padding: 5px; text-align: center; font-weight: bold;">Other symptoms not consistent with COVID-19^d</div> <p>Follow the Child Care and School Infectious Disease Guidance.</p>
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* Siblings & household members also stay home for 14 days from last exposure to a COVID-19 case while contagious
^c (Red Box) = COVID-19
^d (Yellow box) = Other symptoms

Adapted from the Minnesota Department of Health 07/20/2020 www.health.nd.gov/diseases-conditions/coronavirus

Protocol: Staff is symptomatic at home

1. Staff should monitor themselves at home each morning for the most common symptoms of COVID-19 (see list above: “Most common symptoms of COVID-19”).
 - a. IF NO SYMPTOMS:
 - i. Come to work.
 - b. IF ANY SYMPTOM:
 - i. Do not come to work.
 - ii. Contact the COVID-19 point of contact and/or other absence reporting mechanism established by the school.
 - iii. Current guidance is that all symptomatic individuals, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - iv. Sites may require pre-screening, a referral, and/or an appointment.

- v. Isolate at home until test results are returned.
- vi. Proceed as follows according to test results:
 - 1. IF NEGATIVE: If the staff member does not have COVID-19, they may return to school based upon guidance from their clinician and necessary management of another diagnosis. Staff member stays home until asymptomatic for 24 hours.
 - 2. IF POSITIVE: Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student/staff tests positive for COVID-19".

Protocol: Staff is symptomatic at school

- 1. As noted above, staff should be encouraged not to come to school if they are experiencing any symptoms of COVID-19.
- 2. If a staff member suspects any symptoms during the day, they should follow the school's protocols for getting another adult to cover their class mid-day, if needed, and see the school medical point of contact to be evaluated for symptoms.
 - a. IF NO SYMPTOMS: The staff member should follow the school's standard protocols for being excused due to illness.
 - b. IF ANY SYMPTOM:
 - i. Current guidance is that all symptomatic individuals, even those with mild symptoms, should be tested. An individual who does not wish to be tested should instead isolate for 14 days and until asymptomatic.
 - ii. Sites may require pre-screening, a referral, and/or appointment.
 - iii. Isolate at home until test results are returned.
 - iv. Proceed as follows according to test results:
 - 1. IF NEGATIVE: Staff member stays home until asymptomatic for 24 hours.
 - 2. IF POSITIVE: Staff member should remain at home (except to get medical care), monitor their symptoms, notify the school, notify personal close contacts, assist the school in contact tracing efforts, and answer the call from Richland County Health Department. Most people who have relatively mild illness will need to stay in self-isolation for at least 10 days and until at least 24 hours have passed with no fever and improvement in other symptoms. FOLLOW STEPS UNDER: "Protocol: Student/staff tests positive for COVID-19".

Protocols for potential school closure (partial or full) or district closure

Protocol: Presence of multiple cases in the school or district

- 1. If there is more than one confirmed COVID-19 case (students or staff) in the school at one time, or if there is a series of single cases in a short time span, Richland #44

administrators will work with the Richland County Health Department to determine if it is likely that there is transmission happening in school.

2. For each individual case, FOLLOW STEPS UNDER: "Protocol: Student or staff tests positive for COVID-19." When there is one isolated case, the student's close contacts will need to stay home and be tested, not the whole school.
3. When there is suspected in-school transmission beyond one group of students or a small number of groups, school and district leaders will consult with the Richland County Health Department as to proposed next steps. These steps could include, for example, making a decision to a) close part of the school or the entire school for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) close the school partially or fully for the longer duration of a 14-day quarantine period.
4. Should there be circumstances where there are multiple cases in multiple schools, school and district leaders will consult with the Richland County Health Department as to proposed next steps. These steps could include, for example, making a decision to a) shut down the district for a short time (e.g. 1-3 days) for an extensive cleaning or other facility mitigation, or b) shut down the district for the longer duration of a 14-day quarantine period.
5. Before a final decision is made on a school or district closure, the superintendent will consult with the Richland County Health Department for further guidance.
6. If the decision is made to close for some number of days, the school and/or district will send clear information and instructions to families and staff:
 - a. Informing them that it is possible COVID-19 is being transmitted in the school and/or district
 - b. Noting that there may be more potential cases that are not yet symptomatic
 - c. Recommending students quarantine and not have contact with others
 - d. Reminding families of the importance of not having contact with higher-risk individuals (e.g., grandparents)
 - e. Reminding families of the list of COVID-19 symptoms for which to monitor
 - f. Ensuring that remote learning is immediately provided to all students
7. Before bringing students back to school, Richland #44 School District will:
 - a. Check inventory levels of needed supplies (e.g., disposable masks, soap, hand sanitizer, cleaning products); re-order replacement inventory
 - b. Consider a school-wide refresher training on the importance of correct hygiene procedures (masks, physical distance, handwashing)
 - c. Reiterate the critical nature of masks, physical distancing, and hand hygiene when students return to school

Protocol: Presence of significant number of new cases in a municipality

1. In the case of significant municipal outbreak, as determined by the Richland County Health Department or NDDOH, the superintendent and school leaders will consult with the local health officials to determine whether it is appropriate to close a specific school, schools, or an entire district.
2. Before a final decision is made on a school or district closure, the superintendent will consult with the Richland County Health Department for further guidance.

Protocol: State-wide regression to a previous reopening phase

1. North Dakota Department of Health is tracking its overall statewide reopening in phases according to the [ND Smart Restart plan](#). As of August 11, 2020, North Dakota is in risk level green, where even more businesses can resume operations with specific guidance.
2. If North Dakota moves back into a prior phase, the Richland County Health Department (in consultation with the NDDoH) will communicate with school districts and schools to determine whether in-person school should continue.

Daily Health Screening at Home



Before School!



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

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

Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?

Yes ____ No ____

Does your child have a new or worsening shortness of breath?

Yes ____ No ____

Does your child have a new or worsening cough?

Yes ____ No ____

Does your child have a fever of 100.3 or greater?

Yes ____ No ____

Does your child have chills?

Yes ____ No ____

Does your child have a sore throat?

Yes ____ No ____

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

Yes ____ No ____



If **YES** to any of these questions,
STOP!

Do not send your child to school.
Contact your healthcare provider;
contact your child's school to inform
them of your child's absence.



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