

DRAFT



ST. ANTHONY-NEW BRIGHTON
SCHOOL DISTRICT

Restart Blueprint



Date Finalized



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Introduction

In March 2020, St. Anthony–New Brighton School District (SANB) closed its school buildings to students due to the COVID-19 outbreak and the governor’s Emergency Executive Order 20-02, issued March 15, 2020. For the remainder of the spring semester, students engaged in distance learning.

In planning for the coming school year, the Minnesota Department of Education (MDE) has requested school districts to plan for three different scenarios going into the 2020-2021 school year. Those three scenarios include:

- **Scenario/Phase 1 (Distance Learning):** All students receive instruction through an improved version of distance learning.
- **Scenario/Phase 2 (Modified Hybrid Learning):** On-site learning for small groups of identified students on specified days based on student need and staffing considerations. Students with special needs, English Language Learners, our youngest learners may be considered for on-site learning.
- **Scenario/Phase 3 (Full Hybrid Learning):** On-site learning for all students on specified days unless their family has opted for Distance Learning only.
- **Scenario/Phase 4 (On-Site Learning):** All students and staff back in school, unless their family has opted for Distance Learning only.

The Restart Blueprint is based on the MDH *2020-2021 Planning Guide for Schools*, MDE’s *Guidance for Minnesota Public Schools: 2020-2021 School Year Planning*, MDE’s Safe Learning Plan for 2020-2021, and current public health recommendations at the time this document was developed, which include:

- Maintain a distance of six feet between individuals
- Wear face masks or coverings
- Screen for COVID-19 symptoms
- Practice good hygiene protocols including hand washing, cleaning, and disinfecting
- Limit group gatherings
- Plan for short-term classroom or school closures, should there be a suspected or confirmed COVID-19 case

This Blueprint is a working document to be updated as changes occur. It summarizes the methods St. Anthony–New Brighton School District will utilize in all three scenarios.

The Minnesota Safe Learning Plan for 2020-2021 outlines five goals that the District is dedicated to working towards.

1. Prioritize the safety of students and staff
2. Prioritize on-site learning, especially for younger learners
3. Consider infectiousness and transmission risk among different ages
4. Support planning, while permitting flexibility for districts
5. Take into account disease prevalence at a local level

This Blueprint takes into account CDC guidelines, MDH guidelines, and MDE requirements in order to provide a safe place for students to learn and staff to work.

Our Safe Learning Model

Created in partnership by the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE), school districts across the state will adhere to a [Safe Learning Plan for 2020-21](#), which recommends a learning model based upon the number of COVID-19 cases per 10,000 over a 14-day period, by a school district's county of residence. St. Anthony-New Brighton School District (SANB) is located within both Hennepin and Ramsey counties. SANB will utilize Hennepin County public health data to determine the recommended learning model at different points throughout the school year. Adjustments to the learning model will be made, as needed, especially if SANB is not able to maintain staffing. Even if cases in Hennepin and Ramsey County fluctuate up or down, SANB may need to implement distance learning for all students K-12 due to other factors.

County-Level Data

To determine the recommended learning model, school districts utilize the bi-weekly case rate (over 14 days) by county of residence. The data indicates the number of cases by county over 14 days, per 10,000 people by date of test collection. The equation for determining the level is as follows:

$$\text{Total number of cases for last 14 days} \div \left(\frac{\text{County population}}{10,000} \right) = \text{14-day county case level rate per 10,000}$$

Using the case rate as indicated above, the following learning models are recommended for districts.

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

The District utilizes Hennepin County data. Phan Tu and Hope Fagerland review and update the data regularly.

Contingency Planning and Flowing in Scenarios

When viral activity increases, the District will analyze the county-level data to determine if a different

learning model should be implemented. The District will notify the Commissioner of Education via the Learning Model Portal within 24 hours of beginning a new learning model. Superintendent Dr. Renee Corneille is responsible for all communications through the Learning Model Portal.

When viral activity decreases, the District will analyze the county-level data and consult with local public health officials, MDH and MDE through the Regional Support Teams to determine if a different learning model should be implemented.

After implementing a distance learning model due to high levels of viral transmission in the school or local geographic community, the District will wait a minimum of two to three weeks before bringing students back into the buildings for on-site or hybrid learning.

Parents, guardians, staff and students will be notified of scheduling changes through SwiftK12.

Distance Learning

Per Executive Order 20-82, the District will offer distance learning options to families who elect distance learning for their child.

Communication

Taskforce

St. Anthony - New Brighton School District has formed a taskforce to work on the modifications needed for the upcoming school year. The taskforce includes the following committees:

- Operations and Logistics Committee
- Teaching and Learning Committee
- Scheduling Committee

Parent and student input was also considered during the creation of the Restart Blueprint.

Lori Watzl-King serves as the COVID-19 Program Coordinator for each building and the point of contact for all COVID-19 related matters in the district. This person is also responsible for coordinating with local health authorities regarding positive COVID-19 cases. All school staff and families will be provided with her contact information, and it will be included on COVID-19 related communications. The COVID-19 Program Coordinator will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students and their families, school and district leadership, and local health officials.

Regional Support Teams

Regional Support Teams have been established in partnership with MDE, MDH and the regional service cooperatives. The formation of Regional Support Teams will assist school districts in receiving responses to situations in a timely fashion.

When questions arise, Dr. Renee Corneille, Superintendent, will reach out to the Team lead. The Team lead will then communicate with MDH regarding the situation to provide solutions to the district. They

can assist with overall questions and concerns as a MDE and MDH partner, provide updates on parameters, and assist with contact tracing and testing events.

St. Anthony-New Brighton School District's Regional Support Team lead is Metro ECSU and is available at <http://www.metroecsu.org>.

Communication Methods

The District will release regular communication updates in the following ways:

- Website: isd282.org
- SwiftK12 (emails, texts, voice messages)
- Twitter

The District works with professional translators and interpreters to provide communications in multiple languages, as needed.

The District will continue to include updates on the website to inform staff, students, parents, and the public. In addition, the District will continue to update the COVID-19 Response Plan on the website. Written documentation will be available at the District Office for parents who do not have internet access.

SwiftK12 will provide parents and staff with immediate updates when necessary.

Posters will be present within the facility, including at the following locations:

- At handwashing sinks to remind building occupants of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods

Template Messaging

Message templates have been assembled for:

- Informing parents, students, and staff of changes to the learning model

Mental Health & Wellness

The COVID-19 pandemic is causing stress, fear, and anxiety for many people. The District will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness.

St. Anthony-New Brighton School District has the following mental health professionals available:

- Two School Psychologists, District-wide
- Wilshire Park: school counselor, Lee Carlson School Based Mental Health Therapist
- St. Anthony Middle School: school counselor, Lee Carlson School Based Mental Health Therapist
- St. Anthony Village High School: 2 school counselors, Lee Carlson School Based Mental Health Therapist
- Staff Resources: The district has employee assistance programs staff can use; information is distributed through Human Resources.

For the 20-21 school year, the district has added a part time school psychologist, a school counselor at the elementary level, and access to resources through the Lee Carlson Center as part of the District's Mental Health Collaborative.

Reporting Methods

St. Anthony-New Brighton School District will request parents, guardians and staff to self-report if they or their student have COVID-19 symptoms, a positive test or have been in close contact with someone with COVID-19.

Parents, guardians or students will report COVID-19 symptoms or cases to the district COVID-19 email (covidhealth@isd282.org) or attendance line. District Health Services will review student cases.

Staff members will report to Kim Lannier. The COVID-19 Coordinator and individual's supervisor may also be consulted to determine actions.

It is important that close contacts of students or staff with COVID-19 are quickly identified and are informed of the need to quarantine at home. They are encouraged to seek testing even when not showing symptoms, to guard against spreading while asymptomatic or presymptomatic.

Training and Education

The following staff categories have received training on the Restart Blueprint in the specific areas listed below. Records of training for the staff categories are located in the district office.

<p><u>Maintenance, Custodial, and Nutrition Services Staff</u></p> <ul style="list-style-type: none"> • Currently known COVID-19 Facts • Cleaning Methods and Schedule • Employee Right-to-Know • Personal Protective Equipment (PPE) • Districts Restart Blueprint Overview • Identifying Symptomatic Students • Face Coverings • Daily Health Screening 	
<p><u>All Other Staff</u></p> <ul style="list-style-type: none"> • Currently Known COVID-19 Facts • Overview of the Custodial Cleaning • Employee Right-to-Know/PPE • Receiving Items from Home • Districts Restart Blueprint Overview • Identifying Symptomatic Students • Face Coverings • Daily Health Screening • What to do if Staff Feel Ill • Hand Hygiene and Glove Use • Vehicle Disinfection (Van Drivers only) 	<p><u>Parents & Guardians</u></p> <ul style="list-style-type: none"> • Districts Restart Blueprint Overview • Transferring Items from Home to School, if applicable to the building • Scheduling Changes • Face Coverings • Daily Health Screening of Students <p>* The district will send home the MDH COVID-19 Decision Tree and MDH "Is it COVID-19"? to assist with symptom identification. This document is located in Appendix B.</p>

Cross-Training and Absence Planning

St. Anthony-New Brighton School District is preparing for absences of staff members by cross training in the following ways:

- Approximately 20 support staff throughout the district have been trained to be health aide.
- The Business Office is cross-trained within the department.
- In order to prepare for the possible need for more substitute teachers/positions, the District will assign applicable Google Classroom trainings to substitutes.
- If possible, teachers can live stream lessons with students in the classroom and a para monitoring students.

The District is preparing for absences of essential staff members by cross training. Backup staff members have been assigned for essential roles, shown below.

Role	Main	Backup
Communications	Wendy Webster	Janet Kimmel
Facilities	Troy Urdahl	Mark Gibbs

COVID-19 Coordinator	Lori Watzl-King	Renee Corneille and Wendy Webster
District Nurse (RN)	Lori Watzl-King	Substitute Nurse
Superintendent	Renee Corneille	Wendy Webster or Troy Urdahl
Special Education	Hope Fagerland	Jenny Kuykendall
Athletics	Troy Urdahl	Kelly Woods
Nutrition Services	Angela Richey	Maria Anderson
Transportation	Troy Urdahl	Phan Tu
Individual Schools	Principal	Building Secretary or Dean

The District is planning to remain as flexible as possible to accommodate staff and students, while following individual Union Contracts.

The Superintendent may make decisions regarding moving to a different model based on staffing needs.

Screenings

On-site & Hybrid

MDH requires people to be screened when entering the building. The MDH COVID-19 screening poster will be posted at building entrances to remind people who enter the building the symptoms of COVID-19.

St. Anthony – New Brighton School District will require everyone to complete a daily symptom screening prior to entering the school buildings. Parents will be completing a symptom screening on the Student Information System (Skyward - Family Access) before sending their child(ren) on the bus or to school. Students arriving at school who have not been screened will be sent to the Health Office to complete a screening. All staff members will be completing a symptom screening on the Business System (Skyward - Employee Access) before entering the buildings. There will be a Chromebook available at the entrance of each building for employees to complete the symptom screening if they haven't already completed it.

Community Expectations

Hand Washing

Proper hand washing practices are very important to reduce the spread of any viruses. Posters will be placed at all sinks to remind everyone of good hand washing practices.

Hand sanitizer will be provided in elementary school entrances, building office areas and the lunch lines only; hand washing will be encouraged. Hand sanitizer will be provided throughout the High School/Middle School building. Hand washing is more effective than hand sanitizer in reducing germs. However, in instances where handwashing is not readily available, hand sanitizer can be used. Visibly dirty or greasy hands should still be washed as soon as feasible. Custodial staff will check hand sanitizer and hand washing supplies during each daily cleaning of the area.

Teaching staff are expected to encourage proper hand washing with all students.

Face Coverings

On-site & Hybrid

Employees of the District will be required to wear a face covering when in the building. The school district will provide face coverings for each employee. During instruction time, teaching staff may choose to wear a plastic face shield. Both options will be provided to staff, along with instructions on proper use and cleaning. A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering in the following situations:

- Among students in Kindergarten through grade 8, when wearing a face covering is problematic.
- By teachers (all grades), when wearing a face covering may impede the educational process.
- For staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- For staff providing direct support student services, when a face covering impedes the service being provided.

For optimal protection, the face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.

Per Emergency Executive Order 20-81, students in grades Kindergarten- Grade 12 will be required to wear face coverings (such as cloth face masks, bandanas, or neck gaiters) when inside school buildings. Face coverings must follow dress code policy. Students in Kindergarten to Grade 8 may use a face shield instead of a face covering if wearing a face covering is otherwise problematic for the student. Additionally any student may wear a face shield if they are unable to tolerate a face covering due to a developmental, behavioral, or medical condition. This will be documented in the student's Individualized Education Plan (IEP) or 504.

MDH face-covering guidelines should be followed when wearing coverings. This includes washing hands before wearing, washing hands after taking off, not touching the covering repeatedly, and keeping it clean. The District will send home the CDC guidance document on how to safely wear face coverings.

It is not recommended that masks be worn by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. They are also not recommended for children who cannot manage them on their own and are not to be used on children under the age of two years old.

The CDC does not recommend that N95 respirators be used by individuals at this time, other than healthcare workers with direct exposure to patients; however, employees may choose to wear these. When respirators are used voluntarily in the workplace, OSHA requires that an Appendix D form with information about respirator use be signed by that individual. This form is located in Appendix D of this plan.

Protecting Those at Higher Risk

St. Anthony-New Brighton School District will accommodate the needs of students and staff who are at higher risk of serious illness from COVID-19. This includes honoring requests from parents who choose distance learning for their child for the school year due to an underlying medical condition of the student or others in their home.

The District will facilitate a questionnaire to all students and families to allow them to self-identify as high risk for illness. Health Services and Special Education will review students who have identified as high-risk and reach out to them with individual learning plans. The district sent multiple emails to staff with information on how to report if they are higher risk, and will work with staff according to union contracts and staffing needs.

Facilities

Physical Barriers

The District has installed barriers on reception desks at the entrance to each building.

The District strongly encourages online payments for submitting lunch money. There is a non-contact drop box for lunch money, forms, medical records, applications, etc. to be deposited or delivered in the entryways of each building.

Gatherings and Visitors

To comply with current public health orders, the District will be limiting non-essential building visitors. It is also encouraged that student drop-off and pick-up occur outside the building, rather than inside.

Large group gatherings will occur virtually while this plan is in effect.

Water and Ventilation Systems

Since the building has been mostly unoccupied for a period of time, the District will follow MDH recommendations prior to opening the building.

Ventilation systems are assessed regularly to determine they are operating properly. Dampers are opened to bring in as much outdoor air as possible. If portable ventilation equipment, such as fans are used, precautions must be taken to limit the air from blowing from one person directly to another to reduce the potential spread of any airborne or aerosolized viruses.

Hallways

Floor markings made of non-skid materials will be placed six feet apart in areas that may see congestion, such as outside of restrooms, at communal sinks, and in offices.

Offices

Floor markings, made of non-skid materials, will be placed six feet apart in reception and waiting areas on floors and/or seats to minimize congestion.

Space Considerations

Playgrounds

On-site and Hybrid

Playgrounds will remain open and will be cleaned routinely, per CDC guidelines. This includes cleaning high touch surfaces (swing chains, slides, and grab handles) using soap and water. Cleaning will take place during fair weather, as it is not possible during the colder weather due to freezing.

Students will be directed to wash hands before and after playground use.

Playground usage will be staggered and will occur as a class to keep groups as static as possible. Therefore, there will be fewer students on the playground at a time and the groups will not intermingle with other classes. Additional playground space at Wilshire Park Elementary is available if needed.

Computer Lab

On-site

If the labs are approved for use, the high touch surfaces will be disinfected between each class by the instructor and as much space as is feasible will be maintained between individuals in the classroom. The space may be used for other purposes when computer lab based classes are not taking place in the lab.

Hybrid

Computer lab based classes will not utilize the computer lab. If the labs are approved for use, the high touch surfaces will be disinfected between each class by the instructor and six feet will be maintained between individuals in the classroom. The space may be used for other purposes when computer lab based classes are not taking place in the lab.

Library

On-site & Hybrid

The district will also have e-books available for checkout. Students will be encouraged to use Hennepin County or Ramsey County Libraries for e-book checkouts. If book check out is approved, books will sit for 24-72 hours depending on state guidelines for the material of the book, prior to being placed back on the shelf.

Distance Learning

The district will also have e-books available for checkout. Students will be encouraged to use Hennepin County or Ramsey County Libraries for e-book checkouts.

Technology

On-site, Hybrid and Distance Learning

Each student in grades 3-12 will have their own chrome book, and each student in grades K-2 will have their own iPads, which will eliminate the need for sharing. When they are distributed, parents/guardians/students will receive instructions for cleaning.

The copy area for staff will remain open and in-use. Those using the machine will be provided an alcohol wipe to clean when done. A poster reminding employees of the need to clean after each use will be posted.

Hand sanitizer will be provided to use on touch screen technology.

Nutrition services will use a barcode scanner to scan student badges, instead of a pin pad.

Gymnasium

On-site & Hybrid

If the gymnasium is used, students will wash their hands before and after class. Activities will take place outside when weather permits. Class activities that involve minimal equipment will be encouraged. When equipment is used, it will be placed in a “dirty” bin, located in the gym, and the equipment and bin will be cleaned between uses and at the end of the day, prior to putting away.

Locker Rooms

On-site & Hybrid

The locker rooms will remain closed during the school day.

Athletics: Sporting Events, Fitness Centers, Pools

St. Anthony-New Brighton School District follows the MDH document, *COVID-19 Sports Guidance for Youth and Adults (7/22/2020).*, as well as Minnesota State High School League (MSHSL) directions

- Per MSHSL directive, the following sports are allowed to occur starting August 17, 2020:
 - Girls tennis
 - Boys and girls cross country running
 - Girls swimming and diving
 - Boys and girls soccer
- The season will be reduced by 20% and the number of competitions reduced by 30%.
- No scrimmages, large events or invitationals will be permitted

Each athletic program is required to have a specific safety plan. Dr. Troy Urdahl, Director of Athletics, Activities and Facilities for St. Anthony-New Brighton School District, maintains records of safety plans for each athletic team or activity.

- Non-game settings are required not to exceed 25 people per pod, indoors and outdoors. Intermixing is kept to a minimum.
- Games (indoors and outdoors) can have the total number of players, coaches, referees, umpires, etc. as needed to hold the game, permitting the total number of people does not exceed the total number allowed by the capacity limits.
- Family and friends are not permitted to attend practices.
- Players will maintain social distancing while they are not playing and during pickup/drop off.

- Athletes will use Athlete's Health Space to document daily health checks.
- Face coverings will be worn when possible. Face masks are not required during strenuous activity.
- Participants are not to share towels, water bottles, or snacks at this time.
- Use of locker rooms will be discouraged.

The plan has been shared with all of those involved in high school athletics and activities.

Pool use will be limited to five individuals per lane or diving well.

The fitness center will be open, with social distancing and disinfecting measures in place.

Classrooms

On-site

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges, unless required by a student's Individualized Education Plan (IEP).

Floor time will be permitted. Spots on the rug will be assigned to students to promote social distancing, as feasible. Students will wash their hands after floor time.

Desks will be spaced as far apart as feasible. Additional spaces, such as the cafeteria and auditorium may be used as much as possible to increase space between individuals. Extra furniture will be removed from classrooms.

Hybrid

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff. During this time, non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges.

Floor time will be permitted. Spots on the rug will be assigned to students to promote social distancing, six feet apart. Students will wash their hands after floor time.

Markings will be placed on the floors, indicating 6 feet for desk spacing.

Drinking Fountains

Students and staff will be encouraged to use individual water bottles. Cups will be provided for students who do not have a water bottle. No-touch motion detector bottle fillers use will be encouraged and will be added to the cleaning schedule for custodial staff.

Cafeteria

On-site

Cafeterias will remain open. Social distancing will be encouraged as much as feasible.

Hybrid*St. Anthony High School*

Lunch will take place in the cafeteria; breakfast will be provided as a grab-n-go option. Students will sit at least six feet apart.

Wilshire Park and St. Anthony Middle School

Cafeteria will remain closed for dining but will still be used for staging meals. Breakfast and lunch will be pre-packaged by food service and served in students' classrooms. Meals will be taken outside when weather permits.

Lunch times will be staggered while keeping students within the same cohort. A Google Form can be utilized to allow students to pre-order their meals. The Google Form may also allow meals to be delivered to the classroom.

If the cafeteria is to remain open, lunch times will be staggered while keeping students within the same cohort. A Google Form can be utilized to allow students to pre-order their meals in which they can grab and go from a lunch service window.

If students are to grab their meals, markings will be made on the floor through meal service lines to encourage social distancing. A barcode system will be utilized for a hands-free point of sale. To protect staff, plexiglass shields will be used at all registers.

In order to provide distanced seating at lunch for students, other rooms that are not in use can have tables set up in order to increase spacing between students.

Consider additional cleaning processes. Students will use soap and water to clean their desks. Trash cans will be placed in the hallways.

Cafeteria social distancing capacity for WP – 62 (2 kids per table sitting at opposite ends)

Cafeteria social distancing capacity for SANB – 93 (3 kids per long table and 2 kids per round table)

A hybrid model of meal service will be utilized allowing meals to be distributed as suggested in Scenario 1 (On-site), while also including meals for pickup or delivery for students who will be distance learning.

Distance Learning

Meals will be available for pick-up or delivery for students at no cost, if they are eligible for Educational Benefits, otherwise parents will be able to pay for the meals through the district's online payment system (RevTrak).

Nurse's Room/Isolation Areas

In the health office, the Middle School and High School will utilize their larger cot room as isolation room. A second cot room is to be used as a non-sick area for students needing observation for injury-related health concerns. Middle School Door 2 should be used as an exit for symptomatic people to avoid contact with high traffic areas in the school.

A split door will be installed at the Wilshire Park Health Office and the Middle and High School Health Office to keep this area as clean as possible.

A new water cooler will be implemented in another part of the high school office to decrease traffic in the health office.

At Wilshire Park, the back area of the health office will be used as the isolation area. A transparent curtain or plastic barrier will be utilized to separate the space between this area and the health office.

Medication and first aid may be provided via first aid carts in other locations.

High School Commons Area

On-site

The High School Commons Area will be open for use with social distancing encouraged.

Hybrid

The High School commons area will be closed and may be used as instructional space or for small group meetings. Use of the Commons Area will be approved through the High School Building Administrative Assistant. Tables will be spaced six feet apart with one chair at each table. This space is included in the cleaning schedule for custodial staff.

Note: During the Modified Hybrid Model the High School Commons will be closed.

Scheduling

On-site

Classes will take place with all students present. Social distancing will take place as much as feasible.

Hybrid

Students will be spaced six feet apart during all hybrid models.

St. Anthony High School

Full Hybrid: Only 25% of students will be in the building each day (Monday, Tuesday, Thursday, and Friday) and will move between classrooms. A maximum of 12 students will be in a classroom at one time. Wednesdays will be a distance learning day for all.

Modified Hybrid: Only students who have been identified as needing extra support will be in the building. Students will remain in one classroom throughout the day, with a maximum of 12 students in each classroom. Students will be in the building on Monday, Tuesday, Thursday, and Friday. Wednesdays will be distance learning days for all.

St. Anthony Middle School

Full Hybrid: About 40% of students will be in the building each day and will not move between classes. A maximum of 12 students will be in the classroom.

Modified Hybrid: About 20% of students will be in the building each day and will not move between classes. A maximum of 10 students will be in each classroom.

Wilshire Park

Students will stay in the same classroom throughout the day. Social distancing will be implemented in the classrooms.

Full Hybrid: Students will be divided into two groups (A and B), with Group A attending on Mondays and Tuesdays and Group B attending on Thursdays and Fridays. Wednesday will be a distancing learning day for all. Group C are students identified as needing extra intervention support and may attend four days per week.

Modified Hybrid: Most students will be Distance Learning. Students with an identified need for on-site learning (Group C) will be assigned to on-site learning.

Class Schedules

On-site

Wilshire Park

Students will remain in their classrooms, rather than changing groups and classes. This is with the exception of outdoor play. Specialist classes will be brought into the classrooms. Physical Education may happen outdoors or inside the gym.

The following classes may require special considerations prior to beginning classes. The district will outline recommendations or requirements below, and instructors will be required to implement them.

St. Anthony High School and St. Anthony Middle School

Band and Choir: Class sizes will be limited; social distancing will be encouraged.

Hybrid

St. Anthony High School

Band and Choir

Full Hybrid: Small group lessons only

Modified Hybrid: Individual lessons only

Cooking Classes

Full Hybrid: Cooking demonstrations only

Modified Hybrid: No cooking can be done in this plan

Industrial Arts:

Full Hybrid: Teachers will be responsible for disinfecting touched surfaces

Modified Hybrid: No equipment may be used in this plan

Art:

Full Hybrid: Teachers will be responsible for disinfecting touched surfaces.

Modified Hybrid: No school equipment or supplies may be used in this plan

St. Anthony Middle School

Band and Choir

Full Hybrid: Small group lessons of up to 3 students in socially distanced groups will be considered.

Lessons will take place outdoors when weather permits.

Modified Hybrid: Band and choir classes will take place online only.

Cooking Classes: FACS classes will take place online only.

Art: Art classes will take place online only.

Arrival and Dismissal**On-site**

Entrances/exits and schedules will be staggered as much as feasible. Social distancing will be implemented as feasible.

Hybrid

Teach staff will not be allowed to access the building outside of standard hours.

Staff will monitor the arrival and dismissal times to curtail congregating and ensure students go straight from vehicles to classrooms and vice versa.

Multiple entrances will be used based on how children arrive at school. Staff will direct students the first week of school to their assigned entrance.

Students using bus transportation will be dismissed first, followed by students being picked up or walking, in order to stagger release times.

Transportation

On-site

Students will be seated as far apart as feasible. Seating will be arranged to maintain 6 feet of distance between the driver and all riders.

Cleaning and disinfecting is to be performed between all routes by bus drivers with CDC approved cleaning supplies.

Parents will be completing a symptom screening on the Student Information System (Skyward - Family Access) before sending their child(ren) on the bus. Bus Drivers will be completing a symptom screening prior to starting work each day. Anyone experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19 must stay home and not board transportation.

All persons driving or riding in a school transportation vehicle must wear a face covering.

Families will be encouraged to walk, bike, or drop-off students.

Hybrid/Modified Hybrid

The number of people on transportation vehicles is limited to 50% maximum capacity.

To maintain as close to six feet of distance as possible, every other seat will be used, on every other side with the exception of students in the same household being able to sit together. Seating will be arranged to maintain 6 feet distance between the driver and all riders.

Cleaning and disinfecting is to be performed between all routes by bus drivers with CDC approved cleaning supplies.

Parents will be completing a symptom screening on the Student Information System (Skyward - Family Access) before sending their child(ren) on the bus. Bus Drivers will be completing a symptom screening prior to starting work each day. Anyone experiencing symptoms of COVID-19 or have been exposed to someone positive for COVID-19 must stay home and not board transportation.

All persons driving or riding in a school transportation vehicle must wear a face covering.

Families will be encouraged to walk, bike, or drop-off students.

Child Care

Executive Order 20-82 indicates that school districts and charter schools that operate a hybrid or distance learning model must provide childcare to school-aged children of critical workers during school hours in which they are not receiving instruction in the school building.

The childcare must be provided to school-aged children in grades K through 5th grade registered at Wilshire Park Elementary who are children of critical workers in the Tier I list of critical workers. Tier I workers include:

- Healthcare and public health
- Law enforcement, public safety and first responders
- Food and agriculture
- Judicial Branch (essential services)
- National Guard (if activated under a Governor Executive Order)
- Educators and school staff providing on site instruction or caring for children of critical workers
- Child care and school-age care providers

Facility Cleaning Methods and Considerations

Cleaning Considerations

The District has prepared in-depth cleaning practices to prevent the exposure of COVID-19.

Key elements include:

- Staff will utilize QT Plus, which is an approved disinfectant on EPA List N: Disinfectants for Use Against SARS-CoV-2.
- The surface must remain wet for 10 minutes.
- The SDS states that the following PPE should be worn when using this product: protective gloves, protective clothing, eye protection, and face protection.
- The SDS is available to staff via MSDSonline:
 - Access to MSDS only is located under the “STAFF” section of the district website. Staff should click “MSDS” to go to the district MSDSonline website and use the password “ISD282”.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are located at the District Office.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment.

Routine Cleaning

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread. The District accomplishes this through routine cleaning of high touch points as listed below, per CDC guidelines.

Internal custodial staff who complete routine cleaning follow these recommendations:

1. Wear chemical-resistant gloves and safety goggles.
2. If the surface is visibly dirty, clean using soap and water.
3. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
4. Use a garbage bag for waste. When full, place garbage in dumpster.
5. Remove gloves, then wash hands thoroughly with warm water and soap for at least 20 seconds.

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
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MAIN OFFICE & DISTRICT OFFICE & TEACHERS LOUNGE

Door Handles/Inside Outside	1 time/day	After 4pm	PM Custodial Staff
Conference Room Tables			
Desks			
Chairs - Armrests, Grip areas			
Phones and Computers			
Break Room: Tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors *Removing all other shared condiments			

GENERAL CLASSROOM

Door Handles *Identify all touch points during open/closing	1 time/day	After 4pm	PM Custodial Staff
Door Frames			
Light Switches			
Tabletops			
Desks			
Chairs (Include hand grip locations)			
Cabinet Handles/Pulls and Front of Doors			
Sink Faucets and Front Edge of Sink			

PLAYGROUNDS

Swing Chains	1 time/day	After 4pm	PM Custodial Staff
Slides			
Overhead Bars			
Grab Handles			

GYMNASIUM

Entrance Door Handle	1 time/day	After 4pm	PM Custodial Staff

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
COMPUTER LAB			
Entrance Door Handles (Inside/Outside)	After each class	After each class	Computer Lab Instructor
Computer Keyboards Covers & Mouse			
Counters/Tables			
Chairs (Hand Grip Locations)			
COMMUNITY SERVICES			
Toys/Used Toy Bin	After each use	Before Removing from Dirty Bin	Community Services Staff
Shared Equipment/Used Equipment Bin			
COMMON AREAS			
Main Entrance/Vestibule Door Handles and Electronic Door Assist Buttons	3 times/day	10am, 1pm, 4pm	AM/PM Custodial Staff
Main Office Door Handles			
Bottle Fillers			
Check-in Counters/Front Office Counters			
Handrails			
Elevator Buttons – Alcohol wipes only			
Vending Machine Buttons, cash input/output surfaces, pickup slot door			
Tables/Chairs in HS Commons Area			
REST ROOMS/LOCKER ROOMS			
Cold/Hot Water Faucets and Front of Sinks	3 times/day	10am, 1pm, 4pm	AM/PM Custodial Staff
Toilet Flusher			
Toilet/Toilet Bowl			
Push Locations Inside/Outside Stall Doors			
Mirrors			
Soap Dispensers			
Handle/Push Spot on Main Door Inside/Outside			
Accessible Grab Bars			
Cabinet Handles/Pulls and Front of Doors			
Baby Changing Stations			
Hand Dryers/Paper Towel Dispenser			
Hard Surface Tops of Lockers			
GYMNASIUM			

Shared Equipment/Used Equipment Bin	After each use	Before Removing from Dirty Bin	Physical Education Instructor
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Cleaning with Suspected or Confirmed Case of COVID-19

MDH and CDC recommend additional cleaning measures take place should there be a known or suspected COVID-19 case within the building. Cleaning occurs in all locations where that person was present. The CDC recommends proceeding with regular cleaning if you receive this information seven days or more since the person has been in the building.

Custodial staff complete the cleaning sequence below if there is a suspected or confirmed case:

1. Vacate the area. Leave windows open for circulation, if feasible.
2. Allow the space to ventilate for at least 24 hours or more, if feasible, before cleaning.
3. Wear chemical-resistant gloves, clothing coverings, and safety goggles.
4. If the surface is visibly dirty, clean using soap and water.
5. Disinfect surfaces using disinfectant provided and paper towels and/or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
6. Use a garbage bag for your waste. When full, place garbage in dumpster.
7. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds. Clothing coverings should be removed immediately after cleaning/disinfecting and placed in an airtight plastic bag; these items can be laundered later.

Special Cleaning Considerations

Toys

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used.

After toys are used, they are placed in a separate bin and cleaned by Community Services Staff. Toys will be cleaned using the method below.

Clean in the dishwasher, sanitize with an EPA-registered disinfectant, rinse again, and air dry.

Porous Surfaces

During this time, unnecessary rugs and other porous objects have been removed from classrooms. Other porous surfaces may include: chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Transport laundry in disposable garbage bags when possible OR clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent
- Dry thoroughly

Transportation

Vehicles and busses used to transport staff and students need to be cleaned after every trip. The district's cleaning method will be used. Bus drivers will receive training on proper cleaning practices and will be provided with cleaning supplies and PPE.

Handling Suspected or Confirmed Cases

St. Anthony-New Brighton School District will proceed as follows with suspected or confirmed cases:

- The person will be separated and held in the designated isolation area until they are able to be picked up by a parent or guardian
- While waiting they will be under visual supervision of a staff member
- The staff member and person waiting will be required to wear face masks, unless either person is unconscious, has trouble breathing or is incapacitated
- Cleaning steps outlined in the cleaning section will be followed, ensuring that communal spaces such as restrooms and copy rooms the person used are included
- Renee Corneille, Superintendent, will notify the local Team lead of confirmed student or staff COVID-19 cases.
- The School District will notify staff and families when a positive case has been reported. The message will only identify if the positive case was a student or staff and will identify the school building.
- The school district will work with the department of health to identify close contacts to that individual.
- Any staff or students who are identified by MDH case investigation as having had close contact with the infected person will be notified separately with instructions.

If it is determined that the person is in need of transportation home, Health Services will contact parents or guardians of the student to transport an ill student home. Parents or guardians are required to arrange for transportation home within 60 minutes of notification. If medical care is needed, 911 will be called.

Anticipated Situations

While in on-site learning for all students, it is assumed that minimal to moderate community spread is occurring, but the impact on the school community in terms of confirmed cases among students and staff is relatively small. If single, standalone confirmed cases occur while in this model, it is possible that the affected classroom(s)/space(s) may be temporarily shifted to distance learning, rather than the entire school.

If multiple cases are identified, but can be linked to a specific classroom or activity and close contacts can be identified quickly. Temporary distance learning may be implemented for the affected.

While in hybrid learning, it is assumed that moderate to substantial community spread is occurring. If the number of students and school staff who are absent or who are sent home with influenza or COVID-19 type symptoms reaches 5% of the total number of students and staff in a school within a single week, the transition to a distance learning model may take place.

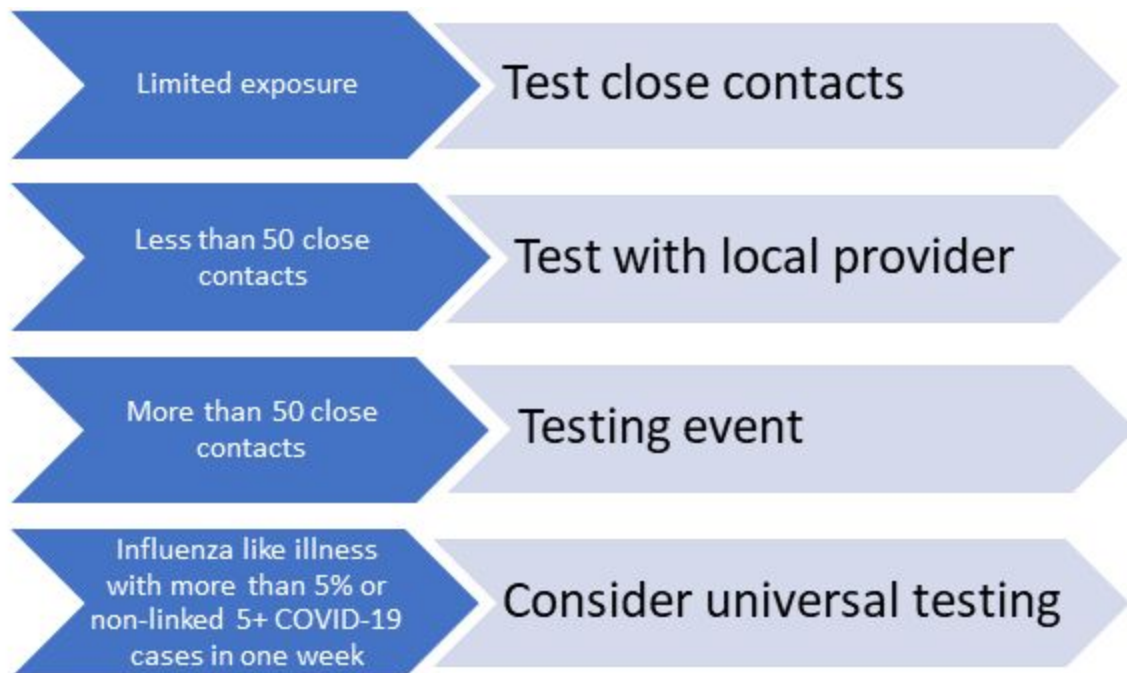
The distance learning model may be considered for short periods of time if confirmed cases are identified, but contact tracing and notification of close contacts in school settings cannot be completed within 24 to 36 hours. This short-term use of distance learning may allow schools to coordinate with local and state health officials to complete contact tracing and develop a clearer picture of the COVID-19 situation impacting the school while supporting continuity in learning.

Testing

Testing may be necessary depending on situations that may arise. MDH has provided guidance on the situations that may arise and need to involve testing below.

- Testing of close contacts should not occur until a person becomes symptomatic or at least 5 to 7 days has passed since their last exposure to the confirmed case to guard against a false negative test result.
- Even when a person who has been in close contact with someone with a positive COVID-19 test result, they must remain in quarantine for a full 14 days, since some people develop the infection at the end of the incubation period.
- If a known exposure occurs in a classroom, close contacts will be quarantined at home for 14 days.
- Routine, universal testing is not recommended in schools and is not recommended to be used as an entry or enrollment tool for staff, students or families.
- Should testing be needed for staff and students, the State of Minnesota will assist by providing at-home tests to staff and students utilizing a courier service to transport samples to the laboratory.
- Close contact is defined as someone who was within 6 feet of an infected person for at least 15 minutes starting 48 hours before illness onset until the time the person is isolated.
- Testing events will be considered if more than 50 close contacts are identified. The Regional Support Team will execute the event, and it would occur 5-7 days after the known exposure.
- Universal testing could be recommended if substantial or ongoing transmission is occurring. Substantial transmission is defined as a threshold of 5% of total attendees having influenza-like illness or there are five or more non-linked laboratory confirmed cases in a single week.

The following table has been provided to assist with determining the testing type.



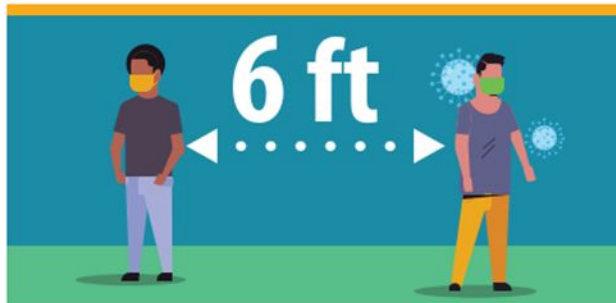
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Appendix A

Posters

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



Stay at least 6 feet
(about 2 arms' length)
from other people.



Cover your cough or sneeze with a
tissue, then throw the tissue in the
trash and wash your hands.



When in public, wear a
cloth face covering over
your nose and mouth.



Do not touch your
eyes, nose, and mouth.



Clean and disinfect
frequently touched
objects and surfaces.



Stay home when you are sick,
except to get medical care.



Wash your hands often with soap
and water for at least 20 seconds.



cdc.gov/coronavirus

316917-A May 13, 2020 11:00 AM



Hands that look clean can still have icky germs!

Wash YOUR HANDS!



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Clean frequently touched surfaces and objects (for example, TV remotes and computers).



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

For more information: www.cdc.gov/npd | 1-800-CDC-INFO (232-4636) | www.cdc.gov/info

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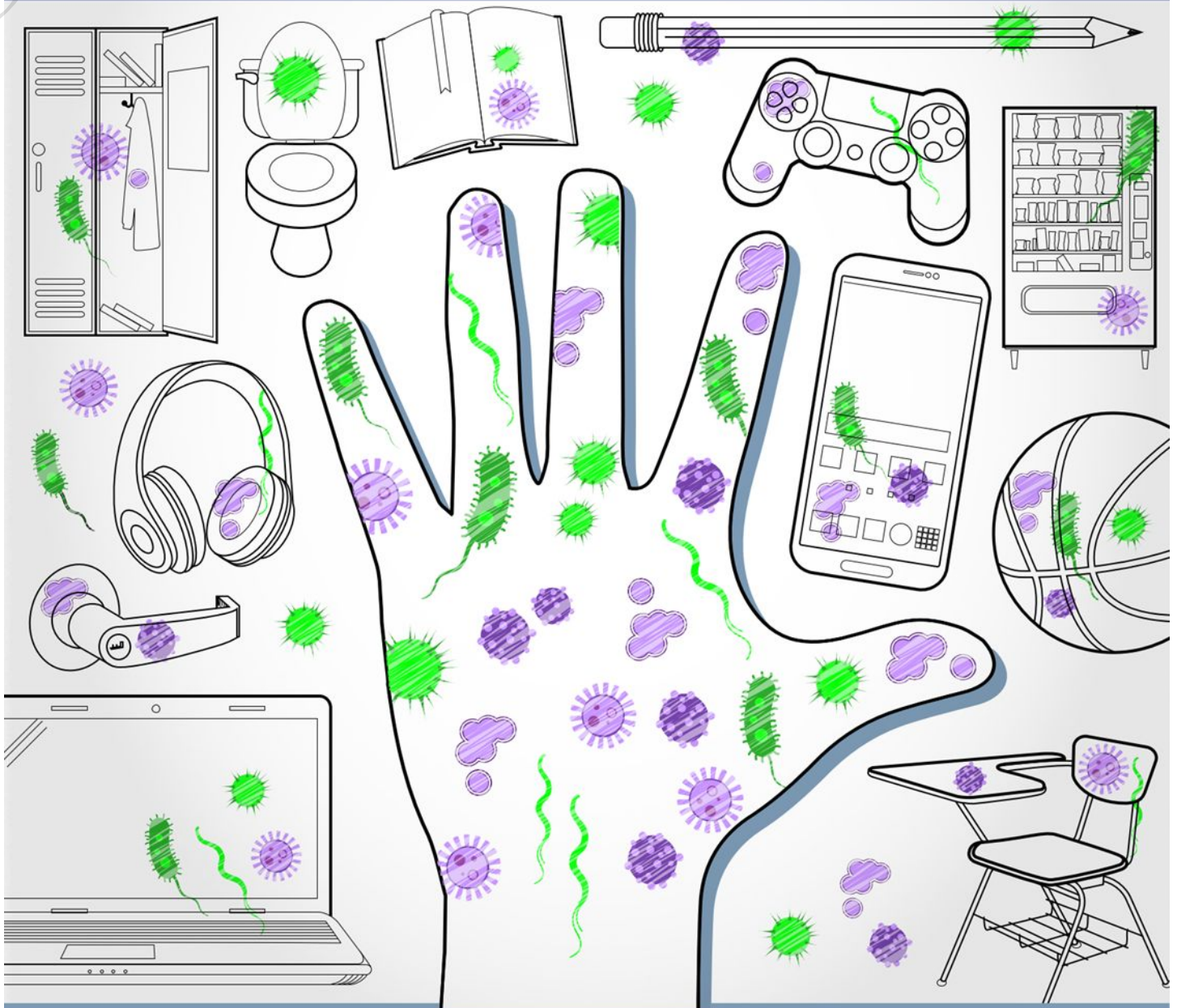
KEEP
CALM
AND
WASH
YOUR
HANDS



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

GERMS

are all around you.



Stay healthy.
Wash your hands.

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STAY SAFE MN

Prevent the Spread of COVID-19



Wash your
hands



Get tested
when sick



Stay 6 feet
from others



Wear a
mask



Stay home
when able



Work from home
when able

WATCH FOR SYMPTOMS



Fever



Cough



Shortness
of breath



Chills



Headache



Muscle pain



Sore throat



Loss of taste
or smell

For more information, visit health.mn.gov
HOTLINE: 651-297-1304 or 1-800-657-3504

mn MINNESOTA

Minnesota Department of Health

Contact health.communications@state.mn.us to request an alternate format.

06/10/2020

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In times of pain and
grief, we want to come
together. COVID-19
makes this difficult.

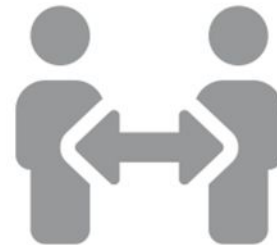
Help slow the spread



Wear a
mask



Wash or
sanitize your
hands often



Stay 6 feet
from others

mn.gov/covid19

DON'T FORGET TO WASH



1

WET YOUR HANDS



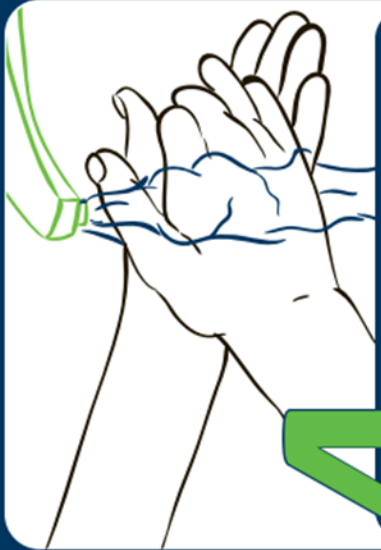
2

APPLY SOAP



3

WASH YOUR HANDS
for 20 seconds



4

RINSE WELL



5

DRY YOUR HANDS



6

TURN OFF WATER
with paper towel

m DEPARTMENT
OF HEALTH

651-201-5414, www.health.state.mn.us

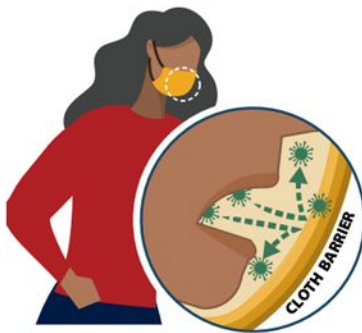
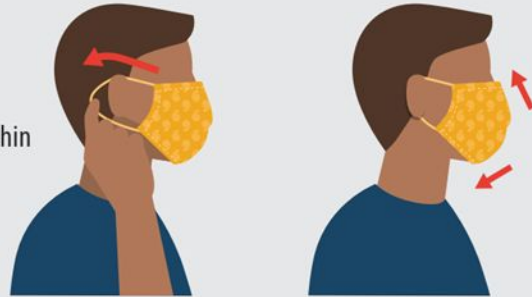
Don't forget to scrub between your fingers,
under your nails, and the top of your hands.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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Appendix B

MDH Posters/Handouts

Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

If you have symptoms of COVID-19, you should get tested. Talk to your health care provider or visit mn.gov/covid19. **For medical emergencies, such as difficulty breathing, call 911.**

	SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
	Cough	Often	Often	Sometimes	Sometimes
	Fever	Often	Often	Rarely	Never
	Body aches	Sometimes	Often	Rarely	Never
	Shortness of breath	Sometimes	Sometimes	Rarely	Rarely
	Headache	Sometimes	Often	Sometimes	Sometimes
	Fatigue	Sometimes	Often	Sometimes	Sometimes
	Sore throat	Sometimes	Sometimes	Sometimes	Sometimes
	Loss of taste or smell	Sometimes	Rarely	Rarely	Rarely
	Diarrhea	Sometimes	Rarely	Never	Never
	Chest pain or pressure	Rarely	Rarely	Never	Never
	Runny nose	Rarely	Sometimes	Often	Often
	Sneezing	Rarely	Sometimes	Often	Often
	Watery eyes	Never	Never	Never	Often

This list is not all-inclusive.



Minnesota Department of Health | health.mn.gov | 651-201-3920
Contact health.communications@state.mn.us to request an alternate format.

05/28/2020

VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- ☐ Fever or feeling feverish?
- ☐ Chills?
- ☐ A new cough?
- ☐ Shortness of breath?
- ☐ A new sore throat?
- ☐ New muscle aches?
- ☐ New headache?
- ☐ New loss of smell or taste?

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

Symptoms of COVID-19 include: new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, or gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF)
(www.health.state.mn.us/diseases/coronavirus/waiting.pdf)

Positive test result: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the Infectious Diseases in Childcare Settings and Schools Manual (www.hennepin.us/daycaremanual).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.



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Appendix C

Purchasing List and Plan Audit

Table 1: Items Needing to be Purchased to Accomplish Plan

Item	Quantity	Person Responsible
Water Coolers to replace those in nurses' offices	2	Phan
Split Doors for high school and middle school nurses' offices	2	Troy
Face Masks	?	Phan
Face Shields	?	Phan
Floor Markings	?	Phan and Mark
Disinfectant / Cleaning supplies	?	Troy
Meal purchasing software	?	Phan and Justin
Add as we go		

Table 2: Plan Audit **CUSTOMIZE**

COMMUNICATION	Date Completed
Posters are present at all handwashing sinks	
Posters are present on all entry doors	
Posters are present at entries notifying people of the screening methods	
Template messaging is complete for school cancellations	
Template messaging is complete to provide a summary of the Restart Blueprint	

TRAINING	Date Completed
Maintenance, Custodial, Nutrition Services staff received training	
All other staff received training	
Parents and guardians were provided with educational materials	

SCREENINGS	Date Completed
Screening stations are present with: a barrier, gloves, face covering, thermometers and wipes.	
Screening staff received training	

COMMUNITY EXPECTATIONS	Date Completed
Face covering options are available for all staff members with instructions on how to clean	
Barriers are present on administrative desks	
Signs are present to instruct parents and guardians to have pickup and drop-off take place outdoors	

SPACE CONSIDERATIONS	Date Completed
Business Classroom: Keyboard covers are present, disinfecting products are present for the instructor and tags are present on computers noting the clean vs. used computers	
Library: Bags are ready for students for books to be placed and a bin is present for used books	
Technology: Wipes are present by copier machines, a poster reminding people to clean the copy machine after use and cleaning solution bottles are ready to be distributed to houses to clean chrome books	
Gymnasium: Bin is present in the gym to collect used equipment needing to be cleaned and disinfecting products are present for the instructor	
Hallways: Floor markings are present	
Classrooms: Rooms do not have excess items, rooms do not have rugs present, floor markings are present on the floor to mark desk placement and tables have been replaced with desks	
Drinking Fountains: Fountains are shut down	
Cafeteria: Cafeteria has supplies necessary to pre-package meals	
Nurse's Room: Isolation room has been set-up in the nurse's office	

High School Commons Area: Tables are spaced apart with one chair at each table	
Industrial Art Room: Disinfectant available for teacher use	
Art Room: Disinfectant available for teacher use	

CLEANING	<i>Date Completed</i>
Staff has disinfectant present where required by this plan	
Containers are labeled	
Safety Data Sheet is available	
Staff have received training	
High touch audit has been laminated and provided to cleaning staff	
Staff have chemical resistant gloves available	

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Appendix D

OSHA Voluntary Respirator User Form

Respiratory Protection

VOLUNTARY USER INFORMATION

Employees whose job duties, positions, or work environments require respiratory protection as determined by the District are fully covered under the Respiratory Protection Program. Some of our employees use respirators on a voluntary basis as an additional level of comfort and protection in different work environments. OSHA requires employers to give voluntary respirator users information provided in Appendix D of 29 CFR 1910.134. Appendix D states the following:

Appendix D to Sec. 1910.134 (Mandatory)

Information for Employees Using Respirators When Not Required Under the Standard

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose a respirator certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

By signing this document, you state that you understand why this information is being provided to you, know where respiratory protection related safety records are maintained, and will abide by the parameters listed in Appendix D.

<hr/>	<hr/>	<hr/>	<hr/>
Print Name	Signature	Job Title	Date

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Appendix E

Template Messages