

THE LEGACY OF

Dr. Josie R. Johnson
MONTESSORI

COVID-19 SAFE LEARNING PLAN School Year 2020-2021

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Please note, this is a working document, the district will continue to add/modify this addendum as it receives more information. Families will be notified of any updates via the School Newsletter, email, text, social media and voicemail communication.

Legacy of Dr. Josie R. Johnson Montessori
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[MN Executive order 20-56](#) Mandates Child Care Businesses and Youth Programming must adhere to [CDC](#) and [MDH Guidelines](#)
in paragraph 7 (d)(i) <https://www.health.state.mn.us/diseases/coronavirus/prevention.html>

20/21 SY Reopening and Operating during COVID-19

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MESSAGE FROM OUR SCHOOL LEADERS

We find ourselves in a time of rapid change, uncertainty, and heightened stress and anxiety for educators, guardians and scholars for the coming school year. The only certainty this pandemic has brought to our community is that school will look, and should look, different this fall than a normal year. We acknowledge that distance learning cannot replace scholars' experiences with their Lead Guides or peers. All of the scholars and staff that we have spoken with have greatly missed the daily interactions in the classroom as a school family.

We have been planning and preparing for how to reopen our campus in a way that prioritizes the health and safety of our entire school community, and the purpose of this document is to outline the protocols and procedures that have been implemented in order to achieve that. Our faculty and staff are very much looking forward to welcoming scholars back to campus. One very important point to keep in mind for families is that while we believe the risk is manageable and the socio-affective benefits for scholars

will be significant, it would be impossible and impractical to state that there is no risk at all. Our staff will use their professionalism to create classroom environments which - to the best of their ability and within the limitations that exist - promote maximum safety as outlined in this document. We are learning and making adjustments as we navigate our commitment to a spirit of excellence in the service to our scholars. Distance learning is no exception. We are partners, and as such, we ask each family to read through what is outlined here very closely. It is important that everyone in our school take steps to reduce COVID-19 transmission, particularly to those at high risk, while balancing the need to maintain a strong community that effectively supports staff, scholars, and families. We will need to work together to ensure that everyone stays healthy and that classrooms can remain open for in-person learning. Let's each continue to do our part to keep our friends, family, co-workers and community members safe and healthy.

LJIM will monitor the community and school-level impact of COVID-19 on a regular basis in consultation with public health to determine if adjustments to our learning model are needed. The decision to shift to an alternative learning model will center on the impact of COVID-19 at the school level, while maintaining awareness of changes in viral activity in the community through continued review of the biweekly county-level case data. We respect the impact a shift in learning model will have on the school community; making a change requires coordination and communication even when well thought-out plans are in place, and therefore will do so only when absolutely necessary.

As you can imagine, this work has been challenging and incredibly complex. We have discussed and evaluated several possible models for reopening schools and the truth is, there is no one option that can address all of the instructional, operational and logistical challenges that our school system is faced with. We recognize that the abrupt closure of schools in the spring and the uncertainty about the fall has caused significant disruption and stress for our families. We've taken into account the many perspectives families have shared with us based on their specific needs and circumstances. The pattern is clear: Communities of color are being hit disproportionately hard by COVID-19. Nationally, African-American deaths from COVID-19 are nearly 2.5 times greater than would be expected based on their share of the population. In Minnesota, African-Americans have 4 times the confirmed cases than their representation of the population.

Most importantly, we know all of the options we consider must be examined through the lens of equity and excellence, and ensure the health and safety of our scholars and staff. We are prioritizing maintaining equitable learning opportunities and safely returning to school. This means delivering a quality educational experience, and creating spaces that honor and elevate the mental health of our scholars during these challenging times.

From September 8, 2020 to October 17, 2020, the elementary will engage in Distance Learning. A communication will go out the week of October 6, 2020, that will announce the next phase of learning for LJIM. The pre-school and toddler

community will be engaged in In-Person Learning (ILP) from 8:30-3:30, Monday through Friday beginning September 8, 2020.

We will continue to communicate with our families, and community through our website, text messages, emails, voicemails and social media. The next scheduled **program update is October 5th, 2020**, where we will announce the next phase of learning.

We remain vigilant and hopeful. We are putting all of our energy and resources to ensure that your scholar has the highest quality care, both in-person and online. Please do not hesitate to reach out to let us know how we can better support you and your scholar and please let us know what is working well! We are learning daily and are in this together.

With hope and love,

Ms. T and Mr. J

ADJUSTED RETURN FOR SCHOOL YEAR 2020-21
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LJJM Intent

LJJM has carefully reviewed national, state and local health measure orders, responses from our family survey, and from guidance from the Commissioner of Education and the Minnesota Department of Health (MDH). Based on all the above and in alignment with the Governor and the Commissioner of Education, LJJM will return to school in the fall with multiple options for families. The district's goals are to implement equity and fidelity in the individual school efforts that are designed with robust cross-school-created resources and collaboration, with scholars and safety at the center.

The main objectives are to:

1. Keep scholars, educators, and community members as safe as possible (Operations)
2. Work to ensure each scholar is learning and being supported regardless of the learning environment (Instruction)

The district knows that a one-size-fits-all plan will not work for all families. It also understands the need to make special accommodations for scholars with health or family health concerns, families who feel uncomfortable sending their scholar back into the school building, and guardians who need to send their scholar back due to work situations. LJJM is guided by these principles:

- The physical, intellectual, and emotional health and safety of the district’s staff, scholars, and families.
- The responsibility to deliver a high-quality instruction to scholars, regardless of delivery model.
- Engaging with the predictable and consistent services and supports for scholars, families, and staff with special attention to reducing anxiety and stress for scholars and acknowledging the needs of families returning to work.
- Developing and supporting approaches and practices that mitigate, monitor, and minimize spread of COVID-19.
- Optimizing the use of resources (space and materials).
- Prioritizing anti-racist practices, including identity safety, culturally responsive teaching practices, and equity-focused resource allocation.
- The responsibility to provide high-quality, culturally responsive, and developmentally appropriate social, emotional and academic learning.

Model Framework - Distance Learning (DL), Hybrid And In-person Learning (IPL)

Distance Learning Model

100% online learning will be provided as an opt-in option for any family that does not want to return in person.

- Remote learning will be high-quality and consistently provided with clearer expectations and accountability for instruction and assignments. Online learning will be provided on a reliable schedule that includes live instruction, video lessons, and small group supports, etc.
- Remote learning will include more virtual learning (synchronous, live instruction) and independent learning (asynchronous videos).
- The schedule for Distance Learning will be Monday - Friday with Wednesday being set for asynchronous learning, individualized support, and grading.
- LJJM will be prepared to move all scholars to distance/remote learning only instruction, based on a State and/or local decision about closures as a result of an increase in COVID-19 spread.

Hybrid Model

A blended (hybrid) model with some in-person learning and some remote, online instruction.

- Includes smaller class sizes and scholar to Lead Guide ratios, priority would be given to scholars furthest from educational justice, scholars who require in-person therapy, scholars who receive Special Education services or IEP supports that can't be delivered online, scholars who receive services such as English Learners, and scholars supported by McKinney Vento – scholars experiencing homelessness or unstable housing.

- The schedule for a blended model, part-time in person, and part-time remote learning will be:
 - i. Monday and Tuesday in-person learning from 9:00 a.m. to 3:30 p.m.
 - ii. Wednesday will serve as the asynchronous day with Distance Learning from home and;
 - iii. Thursday and Friday will be in-person learning from 9:00 a.m. to 3:30 p.m.

In-person Model

A Full return, IPL Model would mirror Hybrid with the exception of returning Wednesday as a synchronous learning day on campus and extending the school day to 4:00 p.m., with the addition of before and after care. All three models build upon the need to maintain social distancing, health and safety and creative learning environments.

Just like previous years, staff are charged with building trust and relationships with scholars because nothing can be accomplished without both. The district prioritizes inclusive teaching and learning where staff are able to recognize and understand the range of trauma that this pandemic has created on all scholars.

Social Emotional Learning

The pandemic has further illuminated the need for Social and Emotional Learning (SEL), to care for ourselves, our scholars, and their families. COVID-19 has also exposed existing inequities in education and may fundamentally change how schools are perceived. Now more than ever, schools must call upon empathy, resilience, relationship building, and collective resolve as we innovate and rebuild our education systems.

The school district is drawing from research-based SEL practices and state standards to support scholars and families during the pandemic. These include providing developmentally appropriate strategies for understanding and regulating emotions and practicing self-care, guiding families on how to create supportive home environments, and fostering an overarching commitment to creating connectedness across physical distance. The focus, as always, is connection, community, and relationships. After that is when classrooms transition to the math assignment. The district will not ignore what is happening around us. Instead, LJM will work with scholars to normalize emotions, and give them creative ways to have an outlet, stay connected, and give them consistency and empathy as a sense of security.

The COVID-19 pandemic has changed the landscape of education more dramatically than any other phenomenon in the history of our state school system. An event of this magnitude will definitely impact how schools provide education to scholars. The new normal of school operations may be measured in terms of before and after the

pandemic. The school is taking as many precautionary measures as possible to create physically and mentally safe and healthy learning environments.

The response to changing situations will also require creative planning supported by research. The school administration is actively meeting, researching, and receiving guidance from the state on a variety of approaches to reopen school in a way that prioritizes scholars receiving instruction in a way that safely “picks back up” where scholars left off, while maintaining appropriate guidelines for the health of scholars and staff.

The CARE Team

The School’s CARE Team is available Monday through Friday from 8:00 am to 4:30 pm. The team has access to county and city resources as well as the ability to advocate for families in crisis.

meet the *care* team

The CARE team is committed to supporting our LJJM community during this unprecedented time. Please contact a team member if you are in need of immediate support or resources



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LJLM KEY DATES

MARCH 5, 2020: Minnesota Governor, Tim Walz announced the initial closure of schools and ordered a temporary eight-day closure of K-12 public schools across the state, starting March 18. Schools were ordered to plan for distance learning, establish an emergency school meal program, and provide school-age care for emergency workers.

MARCH 17, 2020: The school begins weekly food deliveries to all K-6 scholars' homes.

MARCH 18, 2020: First day of school closure across the state of Minnesota.

MARCH 25, 2020: Governor Walz issues a Shelter-in-Place, beginning at midnight Friday. Schools are ordered closed until May 4.

APRIL 12, 2020: The school launches home delivery of tablets with a limited amount of data for all K-6 scholars.

MAY 18, 2020: Governor Walz announces the Stay Safe Minnesota plan encouraging citizens to practice safe social distancing and other measures as the state's businesses re-open.

JUNE 4, 2020: Commissioner Mary Ricker asks all schools to be prepared with three learning scenarios for Fall 2020: 1) Return all scholars to school buildings following the most current CDC and MDH guidelines. 2) Return scholars to school buildings implementing a hybrid model following the most current CDC and MDH guidelines. 3) No scholars return to school buildings. Implement a distance learning model.

JULY 30, 2020: Governor Walz and Commissioner Ricker announce their recommendation for school reopening in the fall.

AUGUST 3, 2020: The school announces it's plan for learning in the Fall with the county level case rate formula. Communications are expected quarterly after re-assessing county level case rates and whether the school will engage in any in-person learning.

COMMUNICATIONS AND TRAINING

Now more than ever, it's critical that families make sure the school has the most recent contact information. Before school starts, please make sure to contact the school if there are any changes to your child's home address or your phone number or email.

- A copy of this plan will be made available on our website at www.jjlegacy.org and directly on our COVID-19 Updates page: <https://www.jjlegacy.org/covid-response>
- Students and staff will receive training on COVID-19 prevention practices, including social distancing and face covering use. Building signage and ongoing communication will supplement and reinforce training.

TEACHING AND LEARNING LJM METHODS, TOOLS AND LANGUAGE

Attendance

Attendance will be taken on all instructional days, whether you are on-site or engaged at home in distance learning. Students have “FULL” ACCESS to appropriate educational materials and receive daily interaction with their licensed Lead Guide(s) through online access, weekly work packets and access to teaching staff through phone or computer. To make sure that your child(ren) is counted on distance learning days, make sure to do at least one of the following daily through Zoom, Seesaw, DL Packets or Photo Uploads. Attendance will be taken on a daily basis and will be submitted into our student information system by 12 noon.



Log on to your Child/ren’s [Zoom Meeting](#)- An online web-conferencing platform that allows for face-to-face video interaction. All classrooms meet for collective on Zoom. If you lost your Meeting ID and/or password, please email your child/ren’s Lead Guide right away for access.

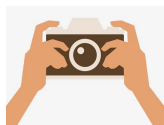


Complete assignments on [SeeSaw](#) - An online app used to document scholar work and portfolios for our scholars. Log in daily for assignments or video posts from your child’s Guides. This is also a way to connect with your classmates and Guide. If you are having trouble logging on, please email your child’s Lead Guide for assistance.



Turn in the week’s Distance Learning Packet

If you are completing the Distance Learning Packet for your classroom, please remember to leave them in a bin outside your home on Monday’s, so we can grab them during meal services. You can also scan and email them to your Lead Guide.



Take a picture

You can take a picture of the completed work and email it to your child’s Lead Guide or take a picture of the completed work and upload it onto Seesaw.



Brain Pop is an essential engagement tool that allows both the scholars and teachers to be involved in the learning process. It is a trusted learning resource supporting core and supplemental subjects for learners.

Asynchronous Learning - Lead Guides may assign coursework or assignments that can be completed independently. Students may choose to utilize tutoring time for support. This mode allows for flexibility in scheduling throughout households.

Synchronous Learning - Class time that occurs as a collective. Classes will “meet” virtually for instruction by using Zoom.

LJIM is committed to maintaining educational continuity, ensuring equity & equal access to ALL scholars focuses on scholars ability to participate in their learning equitably & have access to all relevant services and supports by also providing differentiated instruction and 1-1 support provided for scholars who call for that level of support. This includes, but is not limited to:

- Lead Guides will post daily assignments online by 9:00 a.m. each school day. (For those scholars determined not to have adequate internet access, a packet of multiple daily lessons is being provided in paper format.)
- Lead Guides will be available via email/phone during their regular work hours.
- Depending on accessibility, scholars may be asked to view videos, links, and complete online quizzes posted by Lead Guides. Again, based on accessibility, Lead Guides will be able to distribute and collect digital assignments, and more.
- Scholars who do not have adequate online accessibility will be provided learning opportunities in alternate (paper) format and will be provided the equivalent of the content offered online.
- In addition to assignments, some assessments will be administered remotely to gather data needed to inform instruction, goal and interventions for scholars.

School Issued Devices

LJIM provides tablets with data to all K-6 scholars.

Agreement Guidelines

1. The student will receive one device and charger for use at home. This equipment is, and at all times remains, the property of LJIM. It is loaned to the student for educational purposes only.
2. The student may not deface or destroy this property in any way. The student can be held liable for a lost device and/or a device that has been damaged due to neglect, abuse or malicious act.
3. The student acknowledges and agrees that his or her use of the device is a privilege and that by the student’s agreement to the terms hereof, the student acknowledges his or her own responsibility to protect and safeguard the school's property and to return the same in good condition upon request by the school.
4. The device is to be used only for educational purposes, in accordance with school’s policies and rules, as well as local, state, and federal statutes.

5. Inappropriate use of the device may result in the student losing his or her right to use the device.
6. In the event the device and/or charger is damaged, lost, stolen, or not returned when required by the school, the parent is responsible for the \$50 for the device and \$20 for the charger.

Student Responsibilities

It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the device.

1. treat the device with care by keeping it in a safe place to minimize risk of loss or theft.
2. not write, draw, place stickers or labels on the device.
3. not lend the device to anyone, not even my friends or siblings.
4. not download any software, games, music, or apps on to the device.
5. uphold the items listed in the JJ Legacy Internet Acceptable Use and Safety Policy:

https://02afb103-9ec1-45f3-836f-eb223ff35909.filesusr.com/ugd/a2ed7d_b308655637c24646b05515546ee139e2.pdf

Parent/Guardian Responsibilities

It is essential that the following guidelines be followed to ensure the safe, secure, and ethical use of the device.

1. supervise my child's use of the device (especially while on the internet) at home.
2. discuss my family's expectations regarding the use of the Internet at home.
3. reimburse the school for the cost of repair or replacement of a damaged, lost or stolen device.

Guardians and students with technology concerns or with a tablet that needs to be replaced should contact the Front Desk by phone at 612-302-3410 between 8:00 am and 4:30 pm for support.

Special Education

The school will ensure that scholars identified and receiving special education services have equal access to the same opportunities as general education scholars. School administrators have the discretion to make educational decisions based on local health needs and concerns. Highlights include:

- Students with disabilities are entitled to receive Free and Appropriate Public Education (FAPE) on Distance Learning days.
- All instruction driven by IEP goals and services:
 - Supporting progress toward goals
 - Standards-based instruction

The general education standards must be considered when amending, as appropriate, a scholar's IEP goal(s)/objective(s) outside an IEP team meeting, in response to the

COVID-19 pandemic. Any amendment(s) made to a scholar's IEP should be agreed upon by the scholar's guardian(s), documented, and changes provided to the guardian and other members of the amended IEP service delivery team.

The district will implement each IEP/IFSP to the "greatest extent possible" during distance learning days. Each scholar with a current IEP/IFSP will have an individualized distance learning plan outlining the provision of special education and related services during distance learning days. Each scholar will continue to receive a free appropriate public education on designated distance learning days. Case managers will monitor the implementation of special education and related services during distance learning and revise accordingly with the IEP/IFSP team. Specific services, supports, and accommodations listed on your child's current IEP/IFSP will resume when face-to-face instruction in schools is reinstated. IEP/IFSP teams will evaluate progress made on IEP/IFSP goals during distance learning.

Annual IEP/Evaluation meetings will take place as scheduled during distance learning through either an online platform, email or phone. If an evaluation of a scholar with a disability requires a face-to-face assessment or observation, the evaluation will be planned according to the current guidelines during the pandemic. This could include postponing the meeting, or meeting both virtually and in person.

Please contact your case manager and/or lead guide with questions or concerns regarding your child's individual distance learning plan, within the Special Education Program.

English Language Program

The ELL program is responsible for active support to/for scholars and families. Families receiving ELL services are provided support in their home language. English Language Development lessons are provided in one-to one and small group instruction virtually during DL as well as Hybrid and In-Person learning. During DL and Hybrid Learning, scholars receiving ELL services will also receive instruction through Seesaw and Brain Pop. Access to social-emotional and academic content will happen through general education classes as supported by both lead guides and the school social workers. There is also paraprofessional support available for individual scholars and small group instruction as identified by the ELL Coordinator.

The ELL Coordinator is responsible, along with the Lead Guide and Assistant Guides to assist the scholars in any academic goals and interventions and any additional support needed with technology and materials.

The ELL department will provide scholars with activities that develop their English in each domain: listening, speaking, reading, and writing. They will also provide content-based lessons that align with the District's literacy curriculum and State and national standards and norms. The ELL department will ensure that it is providing lessons and activities for scholars in both digital and paper formats weekly, with the paper formats being distributed school wide every Monday. The ELL department will

also work with classroom Lead Guides to provide EL lessons on their classroom online pages.

Please contact your ELL Coordinator and/or lead Lead Guide with questions or concerns regarding your child's individual distance learning plan within the ELL Program.

SCHOOL OPERATIONS ROBUST HEALTH AND SAFETY CONSIDERATIONS

LJJM will implement the following health and safety practices:

Hygiene And Disinfecting

Routine cleaning and disinfecting are key to maintaining a safe environment for scholars, and staff. The school building will be cleaned and disinfected daily by staff and by custodial crews in the evening. Scholars will be permitted to clean their own work area with a soap/detergent solution that is dispensed by the teacher. Surfaces will be cleaned before they are disinfected. Scholars will not come into contact with disinfectant spray or strong chemicals. Protective eyewear and gloves will be worn by staff who need to use disinfectant spray or products throughout the course of the day.

LJJM will:

- Ensure high-touch surfaces are regularly cleaned and disinfected. Frequently touched surfaces and objects include but are not limited to: face shields, doorknobs and handles, stairs and handrails, classroom furniture, lunch tables and chairs, countertops, light switches, elevator push-buttons, shared toys, shared remote controls, shared telephones, shared desktops, shared computer keyboards and mice, toilet door locks, toilet flush handles, hand sanitizer pumps, water faucets, cabinets, handles on equipment (e.g. athletic equipment), etc.
- Disinfect with a bleach/water solution approved by DHS.
- Encourage classes and staff to create their own hand signals to replace shaking hands, hugging or giving high-fives.
- Teach and reinforce hand-washing with soap and water for at least 20 seconds, post signs in bathrooms with directions on how to effectively wash hands and increase monitoring to ensure adherence among scholars and staff.
- Minimize the use of shared supplies (e.g. arts and crafts, office supplies) that cannot be sanitized and designate certain shelves for clean items and others for used items that need sanitized before putting back.
- Provide a separate room for scholars/staff who might have COVID-19 or other communicable disease and are waiting for pickup. The room is to be disinfected frequently and restricted to authorized staff and scholars.

- Employ the use of a disinfecting fogger machine after hours in all classroom environments and playground equipment daily or as needed in response to illness present in the community.
- Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., reception desks).
- Provide physical guides to direct social distancing, such as tape on floors or sidewalks and signs on walls, to ensure that staff members and scholars remain at least 6 feet apart in lines and at other times (e.g. guides for creating one-way routes in hallways).
- Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering).
- Works/materials for activities that cannot be cleaned and sanitized will not be used.
- Materials will be cleaned and sanitized after each use.
- Staff will set aside any books that have been placed in a scholar's mouth or are otherwise contaminated by bodily secretions or excretions until they can be sanitized properly or disposed of if necessary.
- Contact all guardians with scholars on health plans and determine if they need to be revised to address minimizing infection. (Examples: the care of scholar with respiratory illnesses and the administration of nebulizer treatments or suctioning or adjust medication schedules to minimize the number of scholars needing care at a given time)
- Adhere to staff and scholars practicing social distancing whenever possible. Social distancing is defined as physical separation of a minimum of 6 feet.
- Use HEPA Air Purifier and Ozone Generator in every space occupied by staff and/or scholars daily. In nature, ozone is created by a chemical reaction between normal oxygen (O₂) and solar ultraviolet rays (UV) radiation (sunlight). Negative Ions clear the air of dust, mold spores, pollen, odors and other pollutants by attaching to these positively charged particles in large numbers causing them to become too heavy to stay airborne, thus killing the potential of spread and contamination of surfaces.
- Follow the procedures for cleaning and disinfection after persons suspected or confirmed to have COVID-19 that were provided by MDH: <https://www.health.state.mn.us/diseases/coronavirus/schools/clean.pdf>

School Ventilation

Using the HEPA filters gives the district the opportunity to be consistent in ensuring there is good air quality, not just sanitized surfaces. This approach, combined with social distancing and adherence to proper use of masks will increase the possibility of maintaining a COVID-19 free environment. In addition:

- Classrooms have an abundance of windows and doors that can be opened to allow for airflow. As weather permits, classrooms will follow the guidance to keep these open as much as possible.

- All of the boiler vents in every classroom and all of the common areas have been taken apart and thoroughly cleaned, dusted and disinfected to prevent additional air particles from getting into the air as we transition into the Winter months.
- Each classroom has 2 doors to maintain a one way flow from the classroom to the hallways. Supervised outdoor work will be encouraged to maximize distancing as weather permits.
- Classroom enrollment has been capped at each level to maximize classroom space available to each scholar and allow for distancing.
- Ventilation Systems HVAC systems in the school have been inspected for effectiveness and tuned for efficiency.

Handwashing

Handwashing procedures are posted at sinks and by all restroom entrances. Handwashing will be with running water and liquid soap when available. Alternatively, a hand sanitizer containing at least 60% alcohol will be used. The district will be cross checking the hand sanitizer with the list of recalled brands due to the presence of methanol. For Children's House, hand sanitizer use will happen only under adult supervision and will be inaccessible to preschool scholars when not in use. Hand sanitizers will be located in each elementary classroom and in each shared space, i.e. bathroom, kitchen, reception area, school bus, etc. Hand sanitizers will be utilized whenever hand washing is not feasible. All scholar and staff should engage in hand hygiene at the following times:

- Upon arrival on campus, when moving from one area to another and before leaving the classroom
- Before, during and after preparing food or drinks
- Before and after eating or handling food, or feeding scholar
- Before and after administering medication or medical ointment including sunscreen
- Before and after diapering
- Before and after using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid or sneezing/coughing/blowing nose
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Assist scholars with handwashing, including infants who cannot wash hands alone.
- After assisting scholars with handwashing, staff should also wash their hands.
- Cleaning/sanitizing
- Administering medications
- Before and after touching a shared or communal object/material
- Where possible, older scholars will be asked to use a paper towel when turning the tap on and off themselves

Face Coverings

Research shows universal mask wearing, even of homemade masks, significantly reduces the risk of COVID-19 transmission. Because transmission can happen even when one is physically distant from others, masks should be required for everyone on school property – scholars, Lead Guides, staff, guardians, and guests. Masks will also be required on school buses.

Per the Governor’s Executive Order 20-81 on July 25, 2020, all staff and scholars ages 5+ are required to wear masks indoors and in close proximity to others. LJJM has extra child size masks for all scholars who need one. Other personal protection equipment (PPE) such as face shields, spare cloth masks and medical grade masks as well as gloves for all staff and will encourage overgarments if needed for the job responsibility have been secured. Cloth face coverings are an important piece for mitigating the spread of the virus but are most effective if it can stay in place without being pulled on or touched by the person wearing it or others. Within this context, staff members are encouraged to wear both the PPE Shield and the cloth face coverings during the work day as much as possible, recognizing the development needs of the scholar in their care. All staff are required to wear a mask at minimum at all times.

At the start of the school year, classroom staff will present general Grace and Courtesy lessons surrounding the topic of mask wearing. While the caution is that scholars may not manage masks well, LJJM knows that our scholars are supported in their freedom and independence and are capable, especially when they understand the deeper meaning and importance. The school wants to be sensitive to scholars who cannot tolerate wearing a mask (due to sensory processing disorder, autism, an emerging emotional/behavioral control challenge, etc.) and will work with families individually to determine the best way to support their learning and safety of everyone.

To address mask fatigue, “masks breaks” throughout the day may be scheduled during times when transmission risk is relatively lower, such as quiet reading time or outdoor recess. However, during times when a Lead Guide or scholars are talking and when scholars are in contact with individuals outside of their class (e.g., in the hallways), masks should be worn. Some schools may exempt preschool and kindergarten scholars, who may find mask-wearing more difficult. In these cases, extra care should be taken to implement other control strategies, like higher ventilation rates, better filtration, and group distancing to minimize contact with other classes and scholars at the school.

Proper mask-wearing hygiene and cleaning procedures are important for effective use. LLJM will follow guidance from the Centers for Disease Control and Prevention (CDC) and advise scholars and families on how to care for masks (e.g., clean). If there are concerns about guardian, scholar, or Lead Guide ability to obtain and care for a mask, please contact the CARE Team.

All visitors to the building will be required to wear a face mask for any amount of time in the building, including drop-off and pick-up. Visitors must have a pre-scheduled appointment before they are allowed into the building and are asked to follow all safety and health protocols.

Additional face covering guidance is available here:

1. <https://www.health.state.mn.us/diseases/coronavirus/schools/masks.html#child>
2. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Health Questionnaire

The staff at LJM are committed to providing a safe learning environment with the goal of being on- site for learning as much as possible during our school year. This requires that everyone do their part in protecting our school community when signs of illness appear. The district will require a signed questionnaire, from EVERY individual who enters the building. The questions are posited outside of each entry to be considered before any guest or staff enter the building. All persons entering the building, will be required to have their temperature checked with a contactless thermometer and respond to the questionnaire.



NAME: _____ Temp: _____ Date: _____

If no one is present upon your arrival, after you take your temperature, please complete the following questions before you enter the building:

In the past 24 hours, have you experienced:

- A fever
 - A cough
 - Loss of taste or smell
 - Fatigue
 - Sneezing
 - Aches and pains
 - Runny or stuffy nose
 - Sore throat
 - Headaches
 - shortness of breath
- Yes (Please circle symptoms) No

Have you recently been in contact with anyone who has experienced any of the described symptoms?

Yes No

Have you recently been in contact with anyone who has tested positive for CoVID-19?

Yes No

Have you recently traveled to a restricted area that is under a Travel Advisory?

Yes No

Have you recently been out of the state in the past 21 days?

Yes No

If you have answered **yes** to any of the questions above, we ask you to leave the building immediately and contact your supervisor for next steps.

If you have answered **no**, please sign in and sign out when you leave.

Please sign this document to acknowledge that you have answered this questionnaire to the best of your ability.

Signature: _____

An online Symptom Checker is available through the CDC to help you know when to seek further medical attention:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

LLJM asks everyone to monitor their health and check temperatures before leaving home. Persons who have a fever of 100F or above or other signs of illness will not be admitted to the facility. Guardians are encouraged to be on the alert for signs of illness in their scholar and to keep them home when they are sick. Individual health screens will be done at the point of entry and/or in the drop-off lane and will include the use of non-contact temporal thermometers. All staff must complete a temperature check before leaving home. In addition, staff must arrive on campus wearing a face mask. One face shield and 2 reusable face masks will be provided by LLJM for each staff member; spare disposable masks will be available on-site if required. If you detect any of the symptoms listed, contact your health care provider immediately and please stay home when you or your child are sick. Staff members are to frequently make a visual inspection of every scholar for signs of illness.

We will follow the exclusion guidance (updated 8/6/2020) and ensure scholar, staff, and volunteers stay home when sick:

Social Distancing

Access to schools will be limited to scholars and staff as much as possible. Movement around the building will be kept to a strict minimum, physical contact and close physical proximity between and amongst all members of the LLJM community will be limited. As such, the practice of shaking hands when scholars and teachers greet and say goodbye to each other will not be continued until such time that it is safe to return to do so. Where possible, activity in outdoor areas will be maximized. Other protocols in place include:

- Interaction between scholar classrooms will be restricted when feasible in an effort to minimize the number of scholars that any scholar is exposed to.
- Children visiting or “helping” in other classrooms will be prohibited. The same small group of scholars and staff members will be kept together throughout the day; there will be no combining of groups.
- All meals will be served in the classrooms, seating is arranged within the classroom so that scholars are 6ft apart unless seated at the same table as a sibling.
- Scholar’s naptime cots will be spaced a minimum of 6 feet and placed in a way that scholars are head to toe in order to further reduce the potential for viral spread. An air purifier is used in all of the active classrooms.
- Visitors will be restricted to those deemed essential and will be asked to wear a mask and follow the strict guidelines to enter the building, including the questionnaire and temperature assessment.
- Staff breaks and other meeting times will be staggered or have proper procedures and protocols.
- Social distancing and Minimizing Exposure Classrooms will be arranged to naturally maximize distancing for scholars, including spacing of tables and chairs. All classrooms will be utilized in order to minimize the total number of scholars in each room.
- Classrooms are physically rearranged in order to promote more individual activities and social distancing.
- All field trips and all school assemblies are currently suspended at this time.
- Recess will be staggered according to a schedule, and social distancing will be enforced.
- Classrooms and Pre-School Common areas are restricted to staff members who are necessary for in-person instruction, all others are asked to refrain from entering these areas.

Covid Case Procedure

If an Individual (Staff Or Child) Develops Symptoms while in School

LLJM will follow the CDC guidance to isolate the individual, in the case of a child, until he/she can be picked up (use of our isolation room) or send the individual home in the case of an employee. Scholars and staff exhibiting symptoms of COVID-19 without

other obvious explanations are prohibited from coming to school, and will be sent home immediately. The current known symptoms are:

- Fever (100.4 or higher).
- Chills.
- Rigors.
- Muscle or body aches.
- Fatigue.
- Headache.
- Sore throat.
- Lower respiratory illness (cough, shortness of breath or difficulty breathing).
- New loss of taste or smell.
- Diarrhea.

When scholars are in the isolation room they will be supervised by an adult, be provided a cot on which to rest, and a mask to wear. Staff have PPE available to use while supervising the child. The isolation room will be cleaned that evening with the use of the chlorine dioxide fogger as well as the HEPA UV air purifier.

The office will follow up with any family whose child is ill to discuss symptoms, and may require the family seek medical advice before the child can return to school. Families must alert the school if anyone living in the home tests positive for COVID-19.

In the Case of a COVID-19 Positive Test Result

Within the community, *including* those that live in the same household with scholar/s or staff: the School will contact MDH for guidance which will include being provided an exclusion letter and a fact sheet that will be emailed to all concerned.

<https://www.health.state.mn.us/diseases/coronavirus/schools/casenotify.pdf>

If the child lives with someone who tests positive, the child will be considered a close contact and will be required to stay at home for 14 days from the date of their last exposure to the ill person. Children do not represent an exposure risk within the school setting solely because their guardians tested positive, as long as the child has not had any symptoms. MDH does not require programs to send a general notification of a positive case in this situation.

Based on the details provided during the case investigation, MDH may recommend:

- Exclusion of close contacts, which involves requiring close contacts to stay home for 14 days.
- Closing an entire classroom. This will depend on the extent of exposure and whether there is the possibility of ongoing transmission in the program. Any closing decisions will be communicated to school administration from the MDH follow-up team.
- Take no further action.

LJJM has developed a contingency plan with the district's custodial vendor outlining practices and protocols for daily procedures as well as various scenarios when COVID-19 is suspected or identified in our building. Any suspected or diagnosed case of COVID-19 must be immediately reported to MDH for monitoring. MDH will advise LJJM immediately on all next steps and direct our communications. The classroom/office space will be immediately vacated and thoroughly disinfected. If Distance learning will be initiated, LJJM will follow the Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (provided by MDH) when deciding exclusion criteria to determine when sick scholars, staff or volunteers may return.

LJJM will ensure all guardians, staff and volunteers contact information is up-to-date in our scholar information system. All guidance from MDH for when and how we should notify our community will be followed. Communication will be delivered via email, text, social media and our website using the data in our scholar information system in the event a classroom needs to be closed due to a suspected or confirmed positive COVID-19 case.

For Toddler and Pre-K scholars, on-site care will remain a priority. Should the Toddler or Pre-K program be forced to close for longer than 2 weeks (either by State mandate or a diagnosed case of COVID-19), a credit will be applied to your account for 20% of any additional time not permitted in school. For K-6 scholars, in the event a portion or all of the school is required to close, Lead Guides will immediately transition to an online learning environment and will continue to provide educational instruction with your child until safe return to the classroom.

Defining a Case of COVID-19 Disease and the Infectious Period

A person is considered a case of COVID-19 disease if they have tested positive for the SARS-CoV-2 virus by a diagnostic test (PCR or antigen). Based on what we currently know, a case is considered infectious two days prior to the onset of symptoms through at least 10 days after the onset of symptoms. For cases that do not have symptoms, the infectious period is considered as two days prior to the date the sample was collected through a minimum of 10 days from the date the sample was collected. Cases must remain in isolation until they have met the criteria for release from isolation set by the local health department.

Return to School After Exclusion

Once a scholar or employee is excluded from the school environment, they may return if they satisfy the recommendations of the local health department. Currently those guidelines are:

- Untested. Persons who have not received a test proving or disproving the presence of SARS CoV-2, the virus that causes COVID-19, but experience symptoms may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared AND

- Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved).
- Whichever criteria is longer. Meaning, a minimum of 10 days.
- Tested and awaiting results. Persons who are suspected of having COVID-19 disease and are awaiting test results should be isolated at home until test results are received.

Positive Result Return Criteria

- Symptomatic cases may return if the following conditions are met:
 - Ten (10) calendar days have passed since symptoms first appeared AND
 - Fever free for 72 hours without the use of fever reducing medicine and other symptoms have improved (for example, when cough or shortness of breath have improved).
 - Whichever criteria is longer. Meaning, a minimum of 10 days.
- Asymptomatic cases may return if the following conditions are met:
 - Ten (10) calendar days have passed since the date sample was collected AND
 - Symptoms have not developed. If symptoms develop during the 10-day isolation period, then follow the above criteria for symptomatic cases with a new isolation period starting from the day symptoms started.
- Negative result.
 - Known exposure to a COVID-19 or recent travel must be quarantined for 14 days.
 - A negative test result within the 14-day quarantine period does not affect the quarantine period and the person must finish their 14-day quarantine.
- No known exposure to a COVID-19 case or travel-related exposure. People who have not been identified as a close contact to a COVID-19 case and have not travelled may return to work/school.

A return to work/school will be required.

Exposure to a Confirmed or Unconfirmed Case of COVID-19

- Any student or school employee who has been exposed to a confirmed case of COVID-19 needs to stay home, quarantined, for a minimum of 14 days. This is regardless of test results and includes those who have received a negative COVID-19 test result.
 - It is very important to remember that individuals cannot test out of quarantine after a close contact. This is because there is no way for us to shorten the 14-day incubation period.
 - Testing should occur no sooner than 5 to 7 days after a close contact or exposure (or at any point if symptoms develop) to guard against a potential false negative test result due to being tested too early in the incubation period.
- Other Students and Employees in the Household
 - If a scholar or staff is excluded from school because of exposure to a confirmed case of COVID-19, other scholars and staff living in the same household are considered close contacts and will be excluded from school

for a mandatory 14-day quarantine period, which begins after their last exposure to the case. If the household contacts continue to live in the same household as the case while the case is in isolation, all individuals must wait until the positive individual has met the minimum return requirements.

- All notes in the bullet above apply.
- If a scholar or employee is excluded from school on a 14-day mandatory quarantine period because they have been identified as a close contact of a case, then other scholars and employees living in the same household are considered contacts of a contact and do not need to be excluded from school unless they were also identified as a close contact of a case.
- For those who do not know if they have been exposed to a confirmed case of COVID-19, but are feeling sick
 - Anyone with a single symptom more common to COVID-19 is to stay home until a negative COVID-19 test result, an alternative diagnosis from a doctor, or 10 days pass from the time symptoms start until they improve. Those more common symptoms include fever of 100.4 or higher, new onset or worsening cough, difficulty breathing, and a new loss of taste or smell.

Travel-Related Quarantine

- If a scholar or employee has recently traveled out of state, the scholar or employee is subject to a mandatory 14-day quarantine starting from the day after they return to Minnesota.

School Response to Student or Employee in Isolation or Quarantine

- As soon as the school becomes aware of a scholar or employee that has been diagnosed with COVID-19 disease, the custodial staff will be informed so that all desks, lockers and workspaces of the person are thoroughly disinfected. If the school is not open when notification occurs, the custodial staff will wait 24 hours or as long as possible prior to disinfecting and instead will block off the area so that others do not have contact. However, if that is not possible or school is in session, the cleaning will occur immediately.
- School staff will immediately begin compiling a list of close contacts, including names, email addresses and phone numbers. Include the two days prior to when the case started having symptoms or if the case was asymptomatic the two days prior to the date the sample was collected. Identify anyone who would have been within 6 feet for 10 minutes or more or would have had direct contact with secretions. Guardians of scholars who have been identified as close contacts and any staff identified as close contacts should be informed immediately.
- Close contacts must start a 14-day mandatory quarantine period starting from the day after the last contact with the case.
- The list of close contacts should be shared with the local health department for follow-up during the quarantine period.

Separation While in School - Care Room

- The school will identify a room or space separate from the main office (Care Room) where scholars or employees who may have COVID-19 or another communicable disease will wait to be evaluated or for pick-up. Students will be given a mask to wear. Only essential staff and scholars assigned to the room may enter, all will sign in so that there is a record of the persons who entered the room, and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their guardians.

Confirmed Case of COVID-19 in the School Building

- When there is confirmation that a person infected with COVID-19 was in a school building, the school will contact the local health department immediately.
- The school will close the school building for a minimum of two to five days and work with the local health department to assess factors, such as the likelihood of exposure to employees and scholars in the building, the number of cases in the community and other factors that will determine when the building should reopen.
- guardians/scholars and employees will be encouraged to stay at home until more information is provided by the school or the health department.
- The school will contact guardians/scholars and employees and notify them that a person who tested positive for COVID-19 was in the building and encourage cooperation with the school and the local health department to trace contacts with the individual. The individual who tested positive will not be identified in communications to the school community at large.
- Classrooms with a confirmed case of COVID-19 will be closed immediately. The school will expeditiously disinfect the facility and filter the air in the classrooms for 24 hours.
 - Custodian staff are to close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
 - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- Continuity of education
 - Distance learning will take place full time until further guidance is provided.

SCHOOL SCHEDULE

Arrival And Departure

Whenever possible, pick-up and drop-off will occur outside to limit the extent in which guardians enter the building and interact with each other.

Toddler Community and Children's House (CH):

- The Toddler Community and CH will use the front entrance of the building located on Fremont.
- **Drop-off** will be between 8:30-9:00am.
- **Pick-up** will be at the same door at 3:30pm.

Elementary:

Drop-off for these ages will be at the rear entrance, Door 3, (Emerson Avenue) in the drop-off lane from 8:30-9:00. Staff will be on the sidewalk prepared to do your child's health screen for entrance to the building.

- To help this process go quickly, please,
 - Be patient as we work through a new process with families and staff.
 - Follow the directions of the staff assigned to the parking lot to manage traffic.
 - Remain in your car during the drop-off process, staff will help your child out.
 - Staff will have wipes or sanitizer for the scholars upon exit of their vehicle.
 - You will be expected to wait in your vehicle, until you are given a confirmation from an appointed staff that your scholar has passed the health assessment, including the temperature check.
 - Practice saying goodbye with your child in the car.
 - Guardians will not be permitted in the building during this time, unless it is an urgent need. All pick up and drop offs will occur outside of the building.

Pick-up at 3:30pm in the same order.

Screening Questions Process for Scholars

1. TEMPERATURE/FEVER of 100.4 F or above YES / NO
2. COUGH YES / NO
3. SHORTNESS of BREATH YES / NO
4. If ALL the ABOVE are NO, the child can now enter the school space. The child must proceed to wash their hands before having any contact with other scholars or other staff/instructors.
5. If ANY of the ABOVE are YES, the child WILL NOT BE ALLOWED into the school and will be escorted back to the vehicle or assigned to a designated quarantine space until a guardian arrives to pick up the scholar.

Staff members are to frequently make a visual inspection of every scholar for signs of illness throughout the day and will contact families immediately if a scholar appears ill. Given the nature of the pandemic, LJJM will make additional medical inquiries of staff and scholars than they otherwise would have.

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic, more leeway has been given by federal agencies in this circumstance. If a guardian tells the school that a scholar is ill, the school may ask the guardian whether the scholar is exhibiting any symptoms of COVID-19.

If an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any COVID-19 symptoms. The school may take the temperature of scholars, staff and visitors to school property on a random basis or in situations where there is reason to believe that the person may be ill. If someone is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.

Getting Children To Classrooms

- LJJM staff will escort their scholars to their cubbies to help with the transition.
- Inside shoes will be kept in the cubbies and are to remain at the school.
- Any personal items will be stored outside of the classroom and disinfected by staff.
- Staff and scholars will wash hands as soon as the scholars enter the classroom.

LJJM Staff Expectations

- Staff members who have underlying conditions or risk factors identified by the CDC are required to communicate with their supervisor about appropriate protective measures and accommodations.
- All classrooms and indoor common areas, used throughout the day, will be disinfected daily and deep cleaned on asynchronous days.
- Staff began the school year with a focus on social and emotional learning activities that include trauma screening and support to help scholars and adults deal with grief, loss and getting back into the regular school routine etc.
- Staff will continue to support equitable access to continuous instruction by ensuring that all scholars have the required hardware, software and connectivity to be successful.
- Staff will be trained in trauma-informed practices to strengthen the trauma-informed culture for scholars. Staff will learn to communicate effectively and empathetically with scholars about the pandemic and about the necessary changes to school life.
- The school will reduce class sizes to 1 staff to 10 scholars, and maintain adequate staffing levels for teaching and learning to occur in a safe and equitable manner.
- Staff will work to maintain social distancing for students in the classroom using dividers
- The furniture in classrooms will be arranged to have all scholars facing in the same direction.

- Staff will assign seats and require scholars to remain seated and in their designated zones during learning time.
- Staff will provide movement breaks for scholars as much as possible in their learning zones, with frequent reminders of our social distancing protocol.
- Staff will implement social distance protocol as much as possible by increasing space between scholars during in-person instruction and transitions.
- There may be instances where it will be necessary for a staff to provide close individual contact to provide comfort, safety, individualized instruction to support scholars in their learning, to mediate a conflict, or redirect misbehaviors privately without embarrassing the scholar.
- Extra furniture will be removed from the classrooms to increase the space available to provide distance between scholars.
- As much as possible, furnishings with fabric and other hard-to-clean coverings will be removed from the classroom.
- Staff are prepared to accommodate scholars with disabilities, including scholars who may be nonverbal, so they are fully able to access their learning and be safe from harm.
- Staff will utilize outdoor spaces as appropriate and in compliance with social distancing protocol.

LJMJ Scholar Expectations

- Scholars will have indoor and outdoor shoes to eliminate the risk of cross-contamination.
- Scholars who have underlying conditions or risk factors identified by the CDC will be provided with opportunities to continue learning while prioritizing their health and safety.
- Practice what different learning environments may look like as schools fluidly move from one learning environment to another in response to local transmission.
- Scholars will not be allowed to bring food to share with their classmates (this includes birthdays and holidays).
- Families may also send a water bottle, clearly labeled with your child's first and last name and filled with only water. Staff will monitor and work to ensure there is no contact between the scholar's water bottle and the drinking water dispenser. Guardians will need to wash their child(ren)'s water bottle thoroughly in warm, soapy water at the end of each day.
- Students will keep water bottles in their cubbies or at their workspace and will be reminded not to touch other scholars' water bottles and personal items. Water filling stations are available to refill water and staff will assist students in refilling them.

Transitions

Transitions within schools include arrival, dismissal, movement in the hallways between classes, to and from lunch, specials, restroom breaks, and any other collective movement within the school. These recommendations are based on current knowledge and understanding about COVID-19 and are subject to change or modification based on scientific evidence and the incidence of disease in each specific community.

Students should travel between locations as little as possible. When traveling, procedures to decrease interaction between scholars should be considered. Traveling in groups should only occur with stable scholar cohorts as described for classroom settings.

- If hallways are not wide enough for proper social distancing of scholars, one-way traffic should be considered, as well as possible staggered release times.
- Visual cues in hallways may be necessary to assist scholars with proper social distancing: decals on the floor, tape, paint, carpet squares.
- Students should face forward during transitions to prevent face-to-face interaction.
- The school will open doors as possible to reduce spread of germs on doors and increase airflow in the building.
- Students are to use restrooms during instructional time to reduce the number of interactions in the hallway.
- Only one scholar is allowed to go to the bathroom from a class at a time to avoid congestion in bathrooms. A social-distancing queueing system will be regulated at the entrance to each shared bathroom.

Food Service

- The school will not allow meals to be brought from home to minimize external factors.
- All meals will be served and eaten in the child's classroom.
- Grab-n-go breakfast and lunch will be used as much as possible.
- Students are expected to help in sanitizing their work stations to be converted into eating tables.
- Staff will serve scholars at their work stations.
- Students are expected to bring their trays, any leftover food, and silverware to a food bin.
- Snacks will be prepared and served by adults wearing the appropriate PPE for safe food handling.
- Children will eat lunch out of their lunchbox to the extent possible.
- Paper products will be used as often as possible to limit the number of clean and dirty dishes that would otherwise need to be handled.

Playground Use

- LJJM has three separate play areas for each of our age levels which naturally prevents mixing between levels.
- Children will wash hands before and after touching play structures.
- All Playground equipment will be sanitized with disinfecting fogger machines.
- Lunch and recess will be staggered and will take place in the classroom cohorts to minimize the number of scholars in the spaces and maximize social distancing.

Transportation

In light of capacity limitations, families will need to opt in to request school bus transportation.

- High-touch areas, including the door entrance railings, will be cleaned between bus routes.
- Open bus doors and windows during cleaning to improve air circulation.
- Student hand sanitization before boarding the bus.
- Students and staff are to wear masks at all times.
- Assigned seating for scholars on all routes.
- Individuals from the same household are to sit together.
- The bus will be filled with the back of the bus first, and then load to the front to avoid scholars walking past each other in the aisle.
- Unload scholars from the front of the bus first to avoid scholars walking past each other in the aisle.
- If the bus is not full, spread scholars out as much as possible.
- When possible, open the windows while transporting scholars to improve air circulation.
- Minimize loading times by prestaging scholars for bus transportation home.

Belongings Management

- Keep each child's belongings separated from others' and in individually labeled containers, cubbies or areas.
- Individually labeled containers, cubbies, or areas for child's belongings will be maintained to be separated from others'. Belongings will be limited to essential items.
- Students and employees are to sanitize their backpacks and personal items at the beginning and end of the day and separate personal items into cubbies or baskets that are not shared with other scholars. Students are not to share lockers.
- A scholar's personal belongings are to be managed/touched exclusively by the scholar who brought them.
 - Water bottle
 - Outdoor shoes/boots
 - Indoor shoes/boots
 - Winter clothing

- Backpack
- Grooming supplies (hair ties, combs, etc)
- Technology
- If applicable, nap supplies
- If applicable, change of clothes

APPENDIX A: TUITION BASED PROGRAMS

Toddler & Preschool Tuition Rates School Age Child Care Rates during Distance Learning 2020-2021

Toddler Community & Children's House (PreK)	<u>Enrollment Fee</u> \$60 at Registration	One-time Registration fee
<hr/>		
Toddler Community [16 mo. - 36 mo.]	<u>Tuition Rate</u>	School Day: 8:30 AM – 3:30 PM
4 Days, Half Day [M/T/W/Th]	\$170/week	
4 Days, Full Day [M/T/W/Th]	\$265/week	
5 Days, Half Day [M/T/W/Th/F]	\$200/week	
5 Days, Full Day [M/T/W/Th/F]	\$310/week	
<hr/>		
Children's House [3 yrs - 5 yrs]	<u>Tuition Rate</u>	School Day: 8:30 AM – 3:30 PM
5 Days, Half Day [M/T/W/Th/F]	\$185/week	
5 Days, Full Day [M/T/W/Th/F]	\$290/week	
<hr/>		
School Age [K - 6th Grade]	<u>Tuition Rate</u>	Child Care during Distance Learning
		8:30 AM – 3:30 PM
5 Days, Full Day [M/T/W/Th/F]	\$140/week	
Daily Rate [M/T/W/Th/F]	\$31/Day	
<hr/>		