



2021 MSA Summer Session Planning Guide

Updated May, 2021

INTRODUCTION

The Spring of 2020 brought unprecedented changes to society and our MSA community that caused multiple changes to the way MSA prepared for and executed the 2020-21 School Year. As we plan for the 2021 Summer Session, MSA will continue following information from the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) to monitor the COVID-19 pandemic and determine how to keep our students, families, and staff healthy and safe. As of the date this plan was approved, the Safe Learning Plan for the 2020-21 School Year is set to expire on June 13, 2021 with additional guidelines being provided to schools for summer programming in coming weeks. In general, MSA will follow current MDH, MDE and CDC guidelines for a school setting while reserving the right to opt for more stringent guidelines that will be communicated to the MSA community via Skyward, through our email communications, and on the MSA website. With the end of the Safe Learning Plan, the ability to offer virtual learning opportunities is no longer available, therefore all 2021 Summer School teaching will be conducted in person unless additional government mandates are put into place.

MSA will have multiple programs in session on the MSA campus over the summer and they will be utilizing different planning guidelines. This planning guide is for the MSA summer school session and summer sponsored activities/athletics only. MSA may conduct summer programming in Building A and B. The YMCA program will conduct summer programming in Building D and will use their plan that will be on file at MSA. MSA Athletics will be taking place on campus this summer with coaches present and will follow MSHSL guidelines. Building C is not currently set to offer programming opportunities.

We have developed and refined our plans for in person learning for the summer session.

On May 17th, the MSA School Board approved opening the school for the Summer Session. Teachers will continue utilizing the Google Learning Management System platform, as well as other platforms used to supplement instruction as needed.

While it is not possible to account for every scenario that we may encounter over the course of summer session, MSA continues to monitor the following five key requirements to determine if

changes to our current summer planning guide is warranted at any point during the remainder of the school year:

1. Meet all MDE and MDH safety requirements, as well as follow guidance from the Governor of Minnesota.
2. Provide transportation for eligible students.
3. Sufficient information technology (IT) support is in place.
4. Adequate staffing is available.
5. Budgetary considerations are met.

MSA will continue to adjust this summer session planning guide as needed to reflect current changes in MDE and MDH guidelines and requirements. These changes will be communicated to the MSA community via Skyward, through our email communications, and on the MSA website.

PURPOSE: Ensure that every MSA student receives an equitable education and has equal access to learning and instruction during the summer session while staying true to our Mission and Vision.

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IN PERSON LEARNING FOR THE 2020/2021 SUMMER SESSION

1. Students will attend classes in-person for 4 days per week (M-Th) from 9:00am - 12:00pm. Programming will run June 14-18, June 21-25, June 28-July1, July 6-8, July 12-15, and July 19-22.
2. MSA maintains current MDH/MDE/CDC recommendations for physical space between people (students and staff) as is feasible during the day.
3. Students and families should be prepared that MSA may need to quarantine a class.
4. MSA observes all health and safety procedures and precautions for any in-person experience and for any person on campus.
5. Bus transportation for eligible students is provided.
6. Activities and extracurricular programming continue to follow the current MDE COVID-19 Sports Guidance for Youth and Adults guidelines and the Minnesota High School League (MSHSL), and programming may be reduced as needed for health and safety concerns.

PUBLIC HEALTH AND SAFETY

Who to Contact at MSA

1. Point of contact for COVID-19 is the Covid Coordinator.
2. Interim Directors (Assistant Directors) act as their grade level collaborator.
3. School Health Official contact is the school-contracted nurse and in his or her absence, the Interim Co-directors

Face Masks/Coverings

1. Masks will remain required for all students, staff, and guests while inside MSA buildings. Potential changes to this procedure will be communicated to the MSA community via Skyward, through our email communications, and on the MSA website.
2. Any student who has a pre-approved medical exemption to this mask requirement must have appropriate medical documentation on file with the health office. The student and family must contact administration to set up a team meeting to create a plan for in-person learning.
3. Exceptions:
 - a. During indoor practices or performances involving singing, acting or playing musical instruments, masks may be removed. A strict minimum of 6 feet of physical distance is enforced.
 - b. Lowering masks for water breaks may take place outside of class, in the hallway and at the teacher's discretion, if the student does not have a straw as part of their water bottle.
 - c. Student mask breaks may occur at teachers' discretion and under adult supervision, in designated areas outside the buildings, while adhering to social distancing rules.
 - d. When a staff member is working alone in their office, classroom or other job location where there is no person-to-person interaction

- e. Brief lowering of masks for identification purposes of visitors
4. Masks and face shields are on site for all staff. Substitute teachers are issued any needed safety items in the Building B office.
5. MSA provides clear screen masks for over-the-mouth for use when deaf or hard of hearing students or staff are present.
6. Students who forget their mask may go to the office to get a disposable or reusable mask. However, MSA does not have an endless supply and if a student continues to come to school without a mask or refuses to wear a mask, a parent will be contacted and the student will wait in the COVID room for the parent to bring a mask and/or pick their student up from school.

Occupancy and Physical Distancing

1. MSA provides plastic barriers for each teacher's desk, at the teacher's request.

Sanitation

1. Hand sanitizer is in place throughout each building.
2. MSA minimizes the transfer of shared physical items between people, including using digital resources to share information where appropriate.
3. Lockers are not in use.
4. Water fountains are taped off and not available. Water filling stations are provided, along with signage on how to use them without touching one's water bottle to the water dispenser. Water-filling stations may not be used during passing time.
5. Vending machines are removed.
6. Contracted custodial staff sanitize restrooms and high-touch surfaces in classrooms and common areas nightly.

Ventilation

1. When possible, classroom doors and windows remain open during class time to increase airflow. Classrooms may have fans.
2. During passing time, teachers open classroom doors and office staff open entry doors.
3. Air purifiers are in lunchrooms, COVID rooms and the music room.
4. HVAC system is in the best working condition possible.

Signage and Traffic Flow

1. Hallways are cleared of items to minimize the congregation of people.
2. Passing time in hallways and between buildings is monitored by staff to keep students moving to classes. End-of-day dismissal is monitored by staff.

Attendance, Seating Charts and Sign-Ins for Contact Tracing Purposes

1. Teachers record attendance digitally.
2. All visitors to campus sign in upon entry to and exit from the buildings.

3. For activities and athletics:
 - a. Attendance is taken at each practice or competition.

Student Arrival and Departure

1. Students may not be dropped off before 9:00am unless prior arrangements have been made with a staff member.
2. Buildings will not be open for student entry until students report directly to their classroom upon arrival to school.
3. Teachers dismiss students at the end of each class period.
4. All students and staff must adhere to physical distancing requirements outside. Masks may be removed if social distancing is being observed.

Health and Safety Screening of Students and Quarantine Procedures

1. A Health screening form will be given to parents/guardians and students with directions on self screening. This form must be completed before the student participates in Summer Sessions. If any screening questions are positive, the person must stay home, or leave campus immediately, and call the attendance line. The person must present a negative Covid test or alternate diagnosis prior to returning to campus.
2. The Minnesota Department of Health (MDH) decision tree/health expectations for parents, which describe conditions under which a student must be excluded from in-person learning and activities, is shared with families and digitized for stakeholder reference and reporting.
3. If a student is deemed by staff to be removed to a COVID isolation room, all household members of that student must also be moved to an isolation room unless they are fully vaccinated. The parent/guardian (or an emergency contact) must pick up the student(s) within one hour of notification by MSA.
4. Quarantine will be required for 14 days for close contacts who are not fully vaccinated, proof of vaccination may be requested if you opt not to quarantine due to vaccination.

Restrooms

1. All restrooms have limited occupancy:
 - a. Building A: maximum of 2 people
 - b. Building B: maximum of 2 people
2. Students may go to the restroom only during class time (not during passing time), unless it is an emergency.
3. Teachers have individual, disposable bathroom passes that students hang outside the bathrooms so people can see if the bathroom is occupied. Hooks are in place on the wall outside each bathroom for displaying passes.
4. Exterior bathroom doors have foot pedals in place for hand-free exiting.
5. Signage is in place to remind students to wash their hands for 20 seconds.

OTHER SCHOOL OPERATIONS AND LOGISTICS

Communication and Meetings

1. The High School Office Manager sends out emails to communicate with families.
2. The school website includes an updated school calendar and schedules, the rSchool activities calendar, as well as any updates to MSA's Summer Planning Guide.
3. Small group meetings (such as task force meetings, committee meetings, staff/department/building meetings, student support meetings, IEPs, 504s) are held in person with an option of virtual participants, when possible.

TEACHING AND LEARNING

Attendance

1. Students attend classes from **9:00 am until Noon** M-Th
2. Teachers record attendance in Skyward for students at the beginning of each period.
3. For COVID contact tracing purposes, It is **critical** for parents/guardians to call the school attendance line if their student(s) is absent or if there are any circumstances that may change their student's schedule or attendance. **This includes sharing if the student or any of their household members is isolating or quarantining, or if the student or any household member is experiencing any potential symptoms of COVID. MSA's COVID-19 Contact Tracer will follow-up with parents/guardians to conduct contact tracing.**
4. After two consecutive days of absence with no teacher contact from a student, the interim director communicates with the family.

EQUITY AND FAMILY NEEDS

IEP, 504 and EL Support

1. Students continue to receive special education IEP service minutes.
2. All IEPs and 504 plans are followed as they would be in a typical school year.
3. Educational Assistants (EAs) are assigned to support students as needed.
4. EL students are supported directly by the EL Coordinator.

Technology/Internet Access

1. All students have received the opportunity to receive a laptop or Chromebook.
2. All students have access to the school's Wi-Fi during school hours.

Athletics/Clubs/Activities

1. Athletics meet per MSHSL guidelines but MSA administration may alter athletics at their discretion.

Transportation

MSA receives transportation for eligible students from ISD #833 for a 9:00 am start time and a Noon release time. Transportation will not be available all six weeks of summer school, information will be emailed to families as it becomes available.

Communication

1. All communication is shared in multiple formats. ie. Skyward emails, website, MSA online calendar, and rSchool.
2. All communication regarding COVID-19 is sent or authorized to be sent by the Covid Coordinator.
3. Signage is posted in each building to inform occupants of expectations regarding masking, physical distancing and other safety requirements.

Protecting Vulnerable Populations (per Minnesota Department of Health requirements)

1. MSA monitors for students/families and staff that self-identify as high risk for illness due to COVID-19. MSA addresses requests for alternative learning arrangements or work assignments.
2. MSA monitors, re-evaluates and updates current plans (individual healthcare plans, IEPs, or 504 plans) for accommodating students with special healthcare needs as needed to decrease their risk of exposure to COVID-19.

Appendix A

In-Person COVID-19 Building Procedures

ANYWHERE ON CAMPUS - GENERAL EXPECTATIONS

- Physically distance whenever possible.
- In general, MSA will follow current MDH, MDE and CDC guidelines for a school setting while reserving the right to opt for more stringent guidelines that will be communicated to the MSA community via Skyward, through our email communications, and on the MSA website.
- Wash hands with soap and water for 20 seconds periodically throughout the day, including after using the restroom and before lunch.
- Use hand sanitizer often.
- Wipe down any area you have used (desk, lunch table, etc.)
- Students exit busses and go directly to 1st class. (If students have items that must be dropped off before school starts (such as musical instruments or athletic equipment), they may bring those items to a pre-approved location, then report directly to their classroom in time for the day to begin.)

- Follow all physical distancing markers in the hallways.
- Walking to classes during passing time:
 - Traffic flow directions will be sent to students prior to the start of in-person classes by the middle school assistant director.
 - Students must maintain physical distancing outside as well as inside.
 - Administrators will provide visual supervision.
- No lockers are to be used.
- Drinking fountains will not be available but there are hydration stations in buildings A and B. Students will provide their own water bottles. Water bottles may be filled only during class time (not during passing times) when allowed by the classroom teacher.
- Vending machines have been removed

BUILDING A

Entry, Exit, Hallways & Passing Times

- Masks must be worn at all times.
- Enter and exit the building through doors by the main office.

Bathrooms

- Masks must be worn at all times.
- 2 students maximum per bathroom.
- No using bathrooms during passing time unless it is an emergency.
- Students must sign out and in with their teacher in order to go to the bathroom.
- Teachers will have disposable passes to give to students if they need to use the bathroom.
- Hooks are located outside of the door to hang passes so people know how many are in the bathroom
- 6-foot distancing stickers on the floor for students waiting.
- Students will throw out passes upon returning to classrooms.
- Exterior door latches will be disabled.
- Exterior doors have a foot pedal attached on the inside.

Classrooms

- Masks must be worn whenever there is more than one person in the classroom.
- Hand sanitizer and gloves are in each classroom.
- Students will remain 6 feet from each other as much as possible.
- Students will bring backpacks into the classroom.
- Teachers are in charge of wiping down common or high-touch areas in their own classrooms. Students may assist with this before leaving the room at the end of class.
- Students will wipe down their desk area at the end of class.
- Teachers must have a sign out for any students leaving their classroom during class period.
- Sign out should have exit time, location, return time.
- Teachers must have an accurate seating chart for each period easily accessible if needed for contact tracing.

Common Areas

- Masks must be worn at all times.
- The contracted cleaning crew will wipe/spray down common areas nightly.
- Offices:
 - Masks are to be worn whenever there is more than one person in an office.
 - Everyone will wipe down their own office space daily.
 - Every office will have hand sanitizer available.

Nurses Office/COVID rooms

- Masks must be worn at all times
- Students who are sent to the office due to illness will be required to use hand sanitizer upon entry.
- Teachers will call the office letting the office manager know a student is coming.
- Office manager will check in student:
 - Temperature will be taken.
 - COVID questionnaire will be given.
- Students with COVID symptoms will be placed in COVID room in building A.
- Parents/guardians (or other emergency contact) will be called to pick up the student as soon as possible.
- Office manager will wipe down the room and replace bed paper after the student has left.
- Office manager will utilize a clean/not clean sign to signify that a bed needs to be sanitized prior to the next use.
- Student Pickup will be in Building A

BUILDING B

Entry, Exit, Staircases, Hallways & Passing Times

- Masks must be worn at all times.
- Entry and exit the front (east end) of the building.

Bathrooms

- Masks must be worn at all times.
- 2 students maximum per bathroom.
- No using bathrooms during passing time unless it is an emergency.
- Students must sign out and in with their teacher in order to go to the bathroom.
- Teachers will have disposable passes to give to students if they need to use the bathroom.
- Hooks are located outside of the door to hang passes so people know how many are in the bathroom
- 6-foot distancing stickers on the floor for students waiting.
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- Students will wipe down their desk area at the end of class.
- Teachers must have a sign out for any students leaving their classroom during class period.
- Sign out should have exit time, location, return time.

Common Areas

- Masks must be worn at all times.
- The contracted cleaning crew will wipe/spray down common areas nightly.
- Workrooms: 1 staff member working at time, 1 other staff member may stop for mail or to pass through
- Staff kitchen: maximum of 2 staff members present at a time
- Offices:
 - Masks are to be worn whenever there is more than one person in an office.
 - Everyone will wipe down their own office space daily.
 - Every office will have hand sanitizer available.