



2020-2021 MSA Spring Planning Guide

Updated March 5, 2021

INTRODUCTION

Last spring brought unprecedented changes to society and our MSA community. As we continue with the remainder of the 2020-21 school year, MSA is closely 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. We have developed and refined our plans for three scenarios for the rest of the school year, which are detailed in this document. MSA has planned for all three scenarios, each considering MDH planning guidance, so our school can be ready for whatever the public health situation may require.

On August 6th, 2020, the MSA School Board approved opening the school under Scenario 3 - Distance Learning (All Students) and reaffirmed this decision to stay in Distance Learning at its November 16th, 2020 regular meeting, continuing to the present. Under all three potential scenarios for the remainder of the 2020-2021 school year, MSA will continue to provide Distance Learning to enrolled students who may be medically vulnerable or otherwise unable or unwilling to return to Full or Partial In-Person Learning. On February 26th, 2021, the MSA School Board approved pivoting to Scenario 2 - Partial-In-Person learning on April 5th, 2021. Starting March 22, 2021, in-person MCA testing will begin. Regardless of the scenario that MSA conducts, we will continue to follow a block schedule with Fridays continuing in their current form as "WIN Friday (What I Need Friday)." (Details are below.) Teachers will continue utilizing the Google Learning Management System platform under all scenarios, 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 the the rest of the school year, MSA continues to monitor the following five key requirements to determine if a change in scenario is warranted at any point during the remainder of the school year:

1. Meet all MDE and MDH safety requirements for each learning scenario, 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 continues to adjust this plan 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 daily announcements, 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 2020-2021 school year while staying true to our Mission and Vision.

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THREE SCENARIOS FOR THE 2020/2021 SCHOOL YEAR

Scenario 1 - Full In-Person Learning

1. Students registered for this option attend classes in-person for 4 days per week and learn via remote “WIN Friday” for one day per week (when calendar allows).
2. Students not registered for this option conduct remote, synchronous learning for 4 days per week and learn via remote “WIN Friday” for one day per week (when calendar allows).
3. In this scenario, MSA maintains as much physical space between people (students and staff) as is feasible during the day.
4. 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.
5. This scenario may be implemented if county or state COVID-19 metrics dictate, and/or the 14-Day County Case Rate is below 10/10,000 people, and all other conditions for safe in-person learning are met.

Scenario 2 - Partial In-Person Learning

1. The goal of Scenario 2 is to offer students the opportunity to have some in-person classroom instruction every week. On days a student is not on campus, they will join the classroom virtually while off campus. This scenario is designed to integrate face-to-face and distance learning activities so that they reinforce, complement, and elaborate on one another.
2. Students registered for this option are divided into two cohorts (Maroon 01 & Silver 02), with each cohort attending classes in-person for 2 days per week, conducting remote, synchronous learning for 2 days per week, and learning via remote “WIN Friday” for one day per week (when calendar allows).
3. Students not registered for this option conduct remote, synchronous learning for 4 days per week and learn via remote “WIN Friday” for one day per week (when calendar allows).
4. MSA adheres to strict capacity limits of up to 50% maximum occupancy of the overall number of people in school facilities, as well as capacity limits of up to 50% maximum occupancy for any individual classroom.
5. MSA adheres to strict physical distancing of 3 to 6 feet between students, per current MDE recommendations.
6. Student/family requests to transition from registered “Distance Learning Only” to “Partial In-Person Learning” may be granted depending on current space availability while conforming to all health and safety protocols. Such a request is not guaranteed to be granted, however.

7. Activities and extracurricular programming continue to follow the current MDE COVID-19 Sports Guidance for Youth and Adults guidelines and MSHSL, and programming may be reduced as needed for health and safety concerns.
8. Scenario 2 may be implemented due to one or more of these factors:
 - a. If county or state COVID-19 metrics dictate and/or the 14-Day County Case Rate is above 10/10,000 people but below 30/10,000 people
 - b. If clusters of positive cases develop in the school community or within any subset of the school (such as within a classroom, school bus, extracurricular group, etc)
 - c. If adequate staffing or any other critical safety measures are compromised, making it impossible for MSA to provide a safe in-person learning experience for everyone

Scenario 3 - Distance Learning (All Students)

1. All students conduct remote, synchronous learning for 4 days per week and learn via remote “WIN Friday” for one day per week (when calendar allows).
2. The goal of Scenario 3 is to engage students in remote learning, with full access to appropriate educational materials while receiving daily interaction with their licensed teacher. This interaction consists of both synchronous and asynchronous methods based on teacher discretion for the curriculum content being covered.
3. Activities and extracurricular programming continue to follow the current MDE COVID-19 Sports Guidance for Youth and Adults guidelines and MSHSL, and programming may be reduced as needed for health and safety concerns.
4. Scenario 3 may be implemented due to one or more of these factors:
 - a. If county or state COVID-19 metrics dictate and/or the 14-Day County Case Rate is above 30/10,000 people
 - b. If clusters of positive cases develop in the school community or within any subset of the school community (such as within a classroom, school bus, extracurricular group, etc) which impede MSA’s ability to maintain safety measures, per current MDH and MDE recommendations
 - c. If adequate staffing or any other critical safety measures are compromised, making it impossible for MSA to provide a safe in-person learning experience for everyone

WIN Friday (What I Need Friday)

1. WIN Friday offers flexibility to teachers to use Fridays in whatever way might be most needed to support student learning, including offering the opportunity for students to take part in optional in-person enrichment activities when feasible.
2. On WIN Fridays, students log into their first period class for attendance and then conduct whatever activities their period 1-7 teachers have ready for them. These activities may vary weekly and could include any of the following:
 - a. An asynchronous activity for a maximum of 45 minutes
 - b. Individual virtual meetings (office hours)
 - c. Optional enrichment or on-campus activities
3. During Full or Partial In-Person Learning (Scenarios 1 or 2), teachers may designate 2.5 hours during WIN Friday as additional state-mandated preparation time. (During Scenario 3 - Distance Learning (All Students), this added prep time is part of the daily schedule.) During weeks when the school calendar only has 4 days, additional teacher prep time may be added to a future WIN Friday as needed.

COMMONALITIES UNDER ALL THREE SCENARIOS

1. All students must register for one available option.
2. All students will continue to have the option to conduct distance learning, even if the school pivots to Partial or Full In-Person Learning.
3. Some teachers may continue to teach remotely for medical reasons (for themselves or a close contact) with prior approval, even if the school pivots to Partial or Full In-Person Learning. If a teacher is teaching remotely, the class will have an adult monitor in the room and the students may be learning virtually.
4. Students and families should be prepared that MSA may change learning scenarios at any time, based on the most updated data and recommendations from MDE and MDH, as well as in response to potential increases in COVID-positive tests within the MSA community. These changes could potentially affect subsets of the school or the entire school.
5. Bus transportation for eligible students is provided for those days a student is registered to conduct in-person learning. Families provide their own transportation for extracurricular activities and any "WIN Friday" in-person experiences.
6. Contactless pick up and/or delivery of school materials is available to any students or staff who are not in-person on campus. These procedures are communicated in daily announcements, updates and via email.
7. MSA observes all health and safety procedures and precautions for any in-person experience and for any person on campus.

CALENDAR & BLOCK SCHEDULES FOR ALL THREE SCENARIOS

MSA SPRING CALENDAR

Full In-Person Calendar and Meet Days

Students who chose the partial in-person plan from the October 29, 2020 survey will attend the Full In-person learning plan beginning April 5; students who chose distance learning will learn remotely

| | Monday - Day 1 Per 1, 3, 5, 7 | Tuesday - Day 2 Per 2, 4, 6, 8 | Wed - Day 3 Per 1, 3, 5, 7 | Thursday - Day 4 Per 2, 4, 6, 8 | Friday WIN Friday |
|-----------------|--|---|--|---|--|
| MARCH | 8 No school | 9 No school | 10 No school | 11 No school | 12 No school |
| | 15 No school | 16 No school | 17 No school | 18 No school | 19 No school |
| | 22 DL all grades except 6 th grade MCA math* | 23 DL all grades except 7 th grade MCA math* | 24 DL all grades except 9 th grade MCA science* | 25 DL all grades except 10 th grade MCA reading* | 26 DL all grades except 8 th grade MCA reading* |
| | 29 DL all grades except 7 th grade MCA reading* | 30 DL all grades except 11 th grade ACT* | 31 DL all grades except 8 th grade MCA science* | 1 DL all grades except 6 th grade MCA reading* | 2 No school |
| APRIL | 5 In-person begins 01 and 02 | 6 01 and 02 and 8 th grade MCA math | 7 01 and 02 11 th grade MCA math | 8 01 and 02 | 9 WIN FRIDAY |
| | 12 01 and 02 | 13 01 and 02 | 14 01 and 02 | 15 01 and 02 | 16 WIN FRIDAY |
| | 19 01 and 02 | 20 01 and 02 | 21 01 and 02 | 22 01 and 02 | 23 WIN FRIDAY |
| | 26 No school | 27 01 and 02 Day 2 | 28 01 and 02 Day 3 | 29 DL all grades, not in-person Day 4 | 30 DL all grades, not in-person Day 1 |
| MAY/JUNE | 3 01 and 02 | 4 01 and 02 | 5 01 and 02 | 6 01 and 02 | 7 WIN FRIDAY |
| | 10 01 and 02 | 11 01 and 02 | 12 01 and 02 | 13 01 and 02 | 14 WIN FRIDAY |
| | 17 01 and 02 | 18 01 and 02 | 19 01 and 02 | 20 01 and 02 | 21 WIN FRIDAY |
| | 24 01 and 02 | 25 01 and 02 | 26 01 and 02 | 27 01 and 02 | 28 WIN FRIDAY |
| | 31 No school | 1 01 and 02 Day 2 | 2 01 and 02 Day 3 | 3 DL all grades, not in-person Day 4 | 4 DL all grades, not in-person Day 1 |

April 29 and 30 and June 3 and 4 are synchronous distance learning days for all students.

Class Schedule

Monday-Thursday 9:20-3:50

Mondays (Day 1) and Wednesdays (Day 3)

Per 1: 9:20-10:45

Per 3: 10:50-12:45

Lunch A: 10:50-11:15

Lunch B: 11:35-12:00

Lunch C: 12:20-12:45

Per 5: 12:50-2:15

Per 7: 2:20-3:50-Busers, 4:00-Walkers

Tuesdays (Day 2) and Thursdays (Day 4)

Per 2: 9:20-10:45

Per 4: 10:50-12:45

Lunch A: 10:50-11:15

Lunch B: 11:35-12:00

Lunch C: 12:20-12:45

Per 6: 12:50-2:15

Per 8: 2:20-3:50-Busers, 4:00-Walkers

Fridays – WIN Fridays

Students check in with their 2nd period (1st block) teacher at 9:20 for attendance. During full in-person learning, teachers may designate 2.5 hours during WIN Friday as additional state-mandated preparation time. During weeks when the school calendar has 4 days, additional teacher prep time may be added to a future WIN Friday as needed.

Full in-person students

Full in-person students will attend school Monday-Thursday.

Distance learning students

Distance learning students will attend synchronous classes Monday-Thursday.

*Dates designated as MCA testing and the grade level. Families will receive communication with further information close to the testing day. MCA testing is in-person at MSA. No transportation is provided.

DL: Distance Learning

MSA SPRING CALENDAR

Partial In-Person Calendar and Meet Days

Students who chose the partial in-person plan from the October 29, 2020 survey will attend the partial in-person learning plan beginning April 5; students who chose distance learning will learn remotely

| | <i>Monday - Day 1</i> Per 1, 3, 5, 7 | <i>Tuesday - Day 2</i> Per 2, 4, 6, 8 | <i>Wed - Day 3</i> Per 1, 3, 5, 7 | <i>Thursday - Day 4</i> Per 2, 4, 6, 8 | <i>Friday</i> WIN Friday |
|-----------------|---|--|---|--|---|
| MARCH | 8 No school | 9 No school | 10 No school | 11 No school | 12 No school |
| | 15 No school | 16 No school | 17 No school | 18 No school | 19 No school |
| | 22 DL all grades except 6 th grade MCA math* | 23 DL all grades except 7 th grade MCA math* | 24 DL all grades except 9 th grade MCA science* | 25 DL all grades except 10 th grade MCA reading* | 26 DL all grades except 8 th grade MCA reading* |
| | 29 DL all grades except 7 th grade MCA reading* | 30 DL all grades except 11 th grade ACT* | 31 DL all grades except 8 th grade MCA science* | 1 DL all grades except 6 th grade MCA reading* | 2 No school |
| APRIL | 5 In-person begins Maroon 01 | 6 Maroon 01 and 8 th grade MCA math | 7 Silver 02 and 11 th grade MCA math | 8 Silver 02 | 9 WIN FRIDAY |
| | 12 Maroon 01 | 13 Maroon 01 | 14 Silver 02 | 15 Silver 02 | 16 WIN FRIDAY |
| | 19 Maroon 01 | 20 Maroon 01 | 21 Silver 02 | 22 Silver 02 | 23 WIN FRIDAY |
| | 26 No school | 27 Maroon 01 Day 2 | 28 Silver 02 Day 3 | 29 DL all grades, not in-person Day 4 | 30 DL all grades, not in-person Day 1 |
| MAY/JUNE | 3 Maroon 01 | 4 Maroon 01 | 5 Silver 02 | 6 Silver 02 | 7 WIN FRIDAY |
| | 10 Maroon 01 | 11 Maroon 01 | 12 Silver 02 | 13 Silver 02 | 14 WIN FRIDAY |
| | 17 Maroon 01 | 18 Maroon 01 | 19 Silver 02 | 20 Silver 02 | 21 WIN FRIDAY |
| | 24 Maroon 01 | 25 Maroon 01 | 26 Silver 02 | 27 Silver 02 | 28 WIN FRIDAY |
| | 31 No school | 1 Maroon 01 Day 2 | 2 Silver 02 Day 3 | 3 DL all grades, not in-person Day 4 | 4 DL all grades, not in-person Day 1 |

April 29 and 30 and June 3 and 4 are synchronous distance learning days for all students.

Class Schedule

Monday-Thursday 9:20-3:50

Mondays (Day 1) and Wednesdays (Day 3)

Per 1: 9:20-10:45

Per 3: 10:50-12:45

Lunch A: 10:50-11:15

Lunch B: 11:35-12:00

Lunch C: 12:20-12:45

Per 5: 12:50-2:15

Per 7: 2:20-3:50-Busers, 4:00-Walkers

Tuesdays (Day 2) and Thursdays (Day 4)

Per 2: 9:20-10:45

Per 4: 10:50-12:45

Lunch A: 10:50-11:15

Lunch B: 11:35-12:00

Lunch C: 12:20-12:45

Per 6: 12:50-2:15

Per 8: 2:20-3:50-Busers, 4:00-Walkers

Fridays – WIN Fridays

Students check in with their 2nd period (1st block) teacher at 9:20 for attendance. During partial in-person learning, teachers may designate 2.5 hours during WIN Friday as additional state-mandated preparation time. During weeks when the school calendar has 4 days, additional teacher prep time may be added to a future WIN Friday as needed.

Partial in-person students

Partial in-person students attending school on Monday and Tuesday will distance learn synchronously on Wednesday and Thursday. Partial in-person students attending school on Wednesday and Thursday will distance learn synchronously on Monday and Tuesday.

Distance learning students

Distance learning students will attend synchronous classes Monday-Thursday.

*Dates designated as MCA testing and the grade level.

Families will receive communication with further information close to the testing day. MCA testing is in-person at MSA. No transportation is provided.

DL: Distance Learning

MSA SPRING CALENDAR

Distance Learning Calendar and Meet Days

| Meet days and class periods | | | | |
|-----------------------------|---|--------------------|--------------------|-----------------------------------|
| Monday (9:20-3:20) | Day 1 | Periods 1, 3, 5, 7 | Lunch: 12:03-12:37 | 79 minute classes |
| Tuesday (9:20-3:20) | Day 2 | Periods 2, 4, 6, 8 | Lunch: 12:03-12:37 | 79 minute classes |
| Wednesday (9:20-3:20) | Day 3 | Periods 1, 3, 5, 7 | Lunch: 12:03-12:37 | 79 minute classes |
| Thursday (9:20-3:20) | Day 4 | Periods 2, 4, 6, 8 | Lunch: 12:03-12:37 | 79 minute classes |
| Friday | WIN Fridays (<i>information provided below</i>) | | | |

Shaded dates – follow class schedule due to a shortened week.

| | Monday <i>Day 1, Per 1, 3, 5, 7 unless otherwise specified</i> | Tuesday <i>Day 2, Per 2, 4, 6, 8 unless otherwise specified</i> | Wednesday <i>Day 3, Per 1, 3, 5, 7 unless otherwise specified</i> | Thursday <i>Day 4, Per 2, 4, 6, 8 unless otherwise specified</i> | Friday <i>WIN FRIDAYS</i> |
|---------------------|--|---|---|--|-------------------------------------|
| March | 8 No school | 9 No school | 10 No school | 11 No school | 12 No school |
| | 15 No school | 16 No school | 17 No school | 18 No school | 19 No school |
| | 22 <i>Distance learning 6th grade MCA math*</i> | 23 <i>Distance learning 7th grade MCA math*</i> | 24 <i>Distance learning 9th grade MCA science</i> | 25 <i>Distance learning 10 gr MCA reading*</i> | 26 WIN FRIDAY |
| | 29 <i>Distance learning 7th gr MCA reading*</i> | 30 <i>Distance learning 11th grade ACT*</i> | 31 <i>Distance learning 8th gr MCA science*</i> | 1 <i>Distance learning 6th gr MCA reading*</i> | 2 No school |
| April | 5 <i>Distance learning</i> | 6 <i>Distance learning 8th gr MCA math*</i> | 7 <i>Distance learning *11th gr MCA math*</i> | 8 <i>Distance learning</i> | 9 WIN FRIDAY |
| | 12 <i>Distance learning</i> | 13 <i>Distance learning</i> | 14 <i>Distance learning</i> | 15 <i>Distance learning</i> | 16 WIN FRIDAY |
| | 19 <i>Distance learning</i> | 20 <i>Distance learning</i> | 21 <i>Distance learning</i> | 22 <i>Distance learning</i> | 23 WIN FRIDAY |
| | 26 No school | 27 DL Day 2 | 28 DL Day 3 | 29 DL Day 4 | 30 DL Day 1 |
| May and June | 3 <i>Distance learning</i> | 4 <i>Distance learning</i> | 5 <i>Distance learning</i> | 6 <i>Distance learning</i> | 7 WIN FRIDAY |
| | 10 <i>Distance learning</i> | 11 <i>Distance learning</i> | 12 <i>Distance learning</i> | 13 <i>Distance learning</i> | 14 WIN FRIDAY |
| | 17 <i>Distance learning</i> | 18 <i>Distance learning</i> | 19 <i>Distance learning</i> | 20 <i>Distance learning</i> | 21 WIN FRIDAY |
| | 24 <i>Distance learning</i> | 25 <i>Distance learning</i> | 26 <i>Distance learning</i> | 27 <i>Distance learning</i> | 28 WIN FRIDAY |
| | 31 No school | 1 DL Day 2 | 2 DL Day 3 | 3 DL Day 4 | 4 DL Day 1 |

| MONDAYS AND WEDNESDAYS | | | TUESDAYS AND THURSDAYS | | |
|------------------------|-------------|-------------|------------------------|-------------|-------------|
| Period | Class time | Break time | Period | Class time | Break time |
| 1 | 9:20-10:39 | 10:39-10:44 | 2 | 9:20-10:39 | 10:39-10:44 |
| 3 | 10:44-12:03 | | 4 | 10:44-12:03 | |
| LUNCH | 12:03-12:37 | | LUNCH | 12:03-12:37 | |
| 5 | 12:37-1:56 | 1:56-2:01 | 6 | 12:37-1:56 | 1:56-2:01 |
| 7 | 2:01-3:20 | | 8 | 2:01-3:20 | |

FRIDAYS - WIN Fridays

Students check in with their 1st period teacher at 9:20 a.m. for attendance

PUBLIC HEALTH AND SAFETY

Who to Contact at MSA

1. Point of contact for COVID-19 is the Director.
2. Assistant Directors act as their grade level collaborator.
3. A dedicated COVID-19 Contact Tracer works closely with the administrators, school health official, office staff, teachers and families, as needed.
4. School Health Official contact is the school-contracted nurse and in his or her absence, the Director.

Face Masks/Coverings

1. Face masks covering both mouth and nose are required for any person on school property (both indoors and outdoors). (A face shield alone is not acceptable.)
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 lunch, when masks may be lowered or removed only while a student is sitting in their designated lunch space and is actively eating or drinking. (See below for additional lunchtime safety procedures.)
 - b. 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.
 - c. 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.
 - d. Student mask breaks may occur at teachers' discretion and under adult supervision, in designated areas outside the buildings, while adhering to social distancing rules.
 - e. When a staff member is working alone in their office, classroom or other job location where there is no person-to-person interaction
 - f. 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. In Scenario 2 - Partial In-Person Learning, the maximum occupancy of each classroom is 50% of the State Fire Marshal occupancy rate for that room. In this scenario, MSA also adheres to strict capacity limits of up to 50% maximum occupancy of the overall number of people in school facilities.
2. In Scenario 2 - Partial In-Person Learning, MSA adheres to strict physical distancing of 3 to 6 feet between people, per current MDH and MDE recommendations. In Scenario 1 - Full In-Person learning, MSA maintains as much space between people (students and staff) as is feasible during the day.
3. For all in-person learning, students have assigned seats in classrooms and lunchrooms. (For Scenario 1 - Full In-Person Learning, students sit in classrooms with desks facing in the same direction, when possible.)
4. 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. Sanitizing of student desks is done upon entry and leaving classrooms by the student with provided, approved products, as appropriate. Teachers and staff sanitize common, high-touch surfaces (or designate a student to do so, as appropriate).
3. MSA minimizes the transfer of shared physical items between people, including using digital resources to share information where appropriate.
4. Lockers are not in use.
5. 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.
6. Vending machines are removed.
7. Contactless pick up and/or delivery of school materials are available to any students or staff who are not in-person on campus. These procedures are communicated in daily announcements, updates and via email.
8. In Scenarios 1 or 2 (Full or Partial In-Person Learning), contracted custodial staff sanitize restrooms and high-touch surfaces in classrooms and common areas nightly.
9. In Scenario 3 - Distance Learning (All Students), custodians only enter classrooms that have the garbage outside the door and clean restrooms on a nightly basis or as needed due to usage.

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.
5. In Scenario 3 - Distance Learning (All Students), all occupied classroom doors are left open for airflow during the day. Teachers lock up their classrooms when they leave.

Signage and Traffic Flow

1. MSA enforces one-way hallway traffic flow wherever possible. Tape and signage are in place on hallway floors and walls to direct student traffic, including floor markings of 6-foot spacing in areas where students might congregate. (See Appendix A.)
2. Hallways are cleared of items to minimize the congregation of people.
3. 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. Upon arrival to campus, MSA staff complete a digital COVID Health Questionnaire.
2. Upon departure from campus, MSA staff complete a digital COVID Close Contact Tracing form.
3. Teachers record attendance digitally and maintain a seating placement chart form for each class.
4. Teachers maintain a paper log to track any person entering or leaving the classroom during each class period (not including regular student attendance).
5. All visitors to campus sign in upon entry to and exit from the buildings. This includes any students or staff traveling between buildings or classrooms for any purpose, other than their regularly scheduled locations.
6. For activities and athletics:
 - a. Coaches, advisors, and participants complete a COVID Health Questionnaire prior to participation.
 - b. Spectators at athletic events pre-register and complete a COVID Health Questionnaire.
 - c. Attendance is taken at each practice or competition.
 - d. MSHSL activities keep student participants in small groups and record these in attendance.

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. For all in-person learning, buildings will not be open for student entry until students report directly to their classroom upon arrival to school.
3. 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.
4. Teachers dismiss students at the end of each class period.
5. At the end of the day, after being dismissed by teachers, students exit the building immediately and/or go to their assigned location for any after school activity.
6. All students and staff must adhere to masking and physical distancing requirements outside as well as inside.

Health and Safety Screening of Students

1. Health screening directions are given to parents/guardians and students, via email, the school website and daily announcements. If any screening questions are positive, the person must stay home, or leave campus immediately, and call the attendance line.
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. The parent/guardian (or an emergency contact) must pick up the student(s) within one hour of notification by MSA.

Lunchroom Safety

1. Students will be distanced as far apart as possible, with physical dividers at each table. Students should not touch the plastic dividers.
2. Students must remain in their designated lunch space (for potential contact tracing purposes).
3. Masks may be taken off only while the student is sitting in their designated lunch space and while they are eating or drinking. If students leave their designated spot they need to put their mask back on covering their nose and mouth. Lunch monitors are masked at all times.
4. Students must sanitize their hands upon entering the lunchroom. There is also a sanitation pump at every table.
5. A limited number of microwaves are spaced apart in each lunchroom to allow for physical distancing. Each microwave user must sanitize the door and buttons before each use. There is

signage on how to effectively wipe down the microwave. Lunch monitors more thoroughly sanitize all microwaves between lunch periods.

6. Students sanitize their table spot after lunch with the provided disinfectant at each table.
7. All high school students eat in building B.
8. There are no vending machines.
9. There is no open gym during lunch time.

Restrooms

1. All restrooms have limited occupancy:
 - a. Building A: maximum of 2 people
 - b. Building B: maximum of 2 people
 - c. Building C: maximum of 2 people
 - d. Building D: maximum of 1 person
2. Students may go to the restroom only during class time (not during passing time and not during lunch), 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 in (in all buildings except for D) 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, Meetings and End-of-Year Materials Drop-Off

1. The High School Office Manager sends out daily announcements and 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 Spring Planning Guide.
3. Surveys regarding student and family experiences are sent out as needed.
4. Small group meetings (such as task force meetings, committee meetings, staff/department/building meetings, student support meetings, IEPs, 504s) are held virtually when possible.
5. Any end-of-year materials drop-off is planned and scheduled, with everyone involved adhering to masking and physical distancing requirements.

Childcare for Eligible Children, Y-Care and Extended Day

1. MSA provides school-aged care for eligible children at no cost during the time those children are not receiving instruction in the school building during regular school hours. This school-aged care is offered on site under the supervision of a classroom monitor and is only for students who are age 12 and under and have all parents/guardians working as Tier 1 critical workers.
2. There is no Y-Care or before-school study hall.
3. There is no Extended Day program.

TEACHING AND LEARNING

Attendance

1. In Scenario 1 (Full In-Person Learning):
 - a. Students registered for in-person learning physically attend classes from **9:20am until 3:50pm** on all days except WIN Fridays (4 days per week), according to their block schedule.
 - b. Students continuing to learn remotely/virtually in Scenario 1 attend remote, synchronous classes from 9:20am until 3:50pm on all days except WIN Fridays (4 days per week), according to their block schedule.
2. In Scenario 2 (Partial In-Person Learning):
 - a. Students registered for in-person learning attend classes from **9:20am until 3:50pm** either physically in-person (for 2 days per week) or remotely/virtually (for 2 days per week), according to their block schedule.
 - b. Students continuing to learn remotely/virtually in Scenario 2 attend remote, synchronous classes from 9:20am until 3:50pm on all days except WIN Fridays (4 days per week), according to their block schedule.
3. In Scenario 3 (Distance Learning, All Students), all students attend remote, synchronous classes from **9:20am until 3:20pm** on all days except WIN Fridays (4 days per week), according to their block schedule.
4. In all scenarios, all students continue WIN Fridays, checking in with their first period teachers by 9:20am. (See page 4 for more details.)
5. In all scenarios, teachers record attendance in Skyward for all students at the beginning of each block period (4 days per week) and after 9:20am on WIN Fridays.
6. 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 members is experiencing any potential symptoms of COVID. MSA's COVID-19 Contact Tracer will follow-up with parents/guardians to conduct contact tracing.**
7. After two consecutive days of absence with no teacher contact from a student, the assistant director communicates with the family. After two consecutive days of no assistant director contact from the family, the Director contacts the parent/guardian of the student.

Homework, Grading and Other Instructional Items

1. Students may have additional homework as assigned by their teachers.
2. Grading is based on a percentage of points earned for the semester.
3. Progress check-ins are conducted in Advisory and interventions are pursued as needed. If necessary, upon notification by the adviser that no improvement has been made, an administrator will follow up with the student and parents/guardians.
4. Teachers use the Google Learning Management System as their in-class platform whenever possible. Other platforms may be used to supplement instruction.
 - a. Instruction on any educational platforms used is provided to students.
 - b. All students have access to required programs via school laptops/Chromebooks.
 - c. Middle school students are required to use MSA-provided Chromebooks.
5. Field trips may occur in Scenarios 1 or 2; field trips are not permitted in Scenario 3.
6. In all scenarios, substitute teacher procedures are followed as described in the staff handbook, and class activities may be temporarily reduced. In Scenario 3 (Distance Learning, All Students), if no substitute teachers can be located to deliver course material remotely/virtually, students may be given a work day after attendance is taken.

MCA Testing and AP Exams

1. MCA Testing (see Appendix B):
 - a. MCAs follow the state assessment plan and occur on school-selected dates.
 - b. MDE is continuing to develop materials and training for the 2020-21 school year to support districts' administration in schools.
 - c. Per MDE's current guidance, remote testing is NOT an option this year. Testing in March causes as little disruption to classroom instruction as possible if in-person classes start in April. See Appendix B for the MCA testing schedule. (No transportation will be provided for this, but if lack of transportation prevents a student from testing on the allotted date(s), other arrangements for a testing date will be arranged individually.)
2. AP Exams:
 - a. AP exams follow the AP exam schedule provided by Collegeboard. Students will have the option to take an in-person paper exam during Administration 1 in early May. Students who do not feel comfortable taking the exam in-person or who prefer the digital format can take the digital exam during the Administration 2 or 3 exam window provided by Collegeboard, which occurs in late May and early June.
 - b. AP teachers will communicate the specific AP exam information and testing dates to their students.
 - c. The AP Coordinator will work with the AP teachers to relay updated AP exam information to students as needed.

EQUITY AND FAMILY NEEDS

IEP, 504 and EL Support

1. In all scenarios, students continue to receive special education IEP service minutes.
2. IEPs and 504 plans:
 - a. In Scenario 1 (Full In-Person Learning), all IEPs and 504 plans are followed as they would be in a typical school year. In Scenarios 2 and 3 (Partial In-Person and Distance Learning for All Students), all IEPs and 504 plans are followed per the law.
 - b. All 504 plans are implemented in accordance with the law and in collaboration with teachers, parents/guardians, and the 504 coordinator.
 - c. In all scenarios, addenda have been added to IEPs and 504 plans to accommodate for distance learning as needed.
3. Meetings:
 - a. In all scenarios, IEP and 504 meetings are held virtually, either by phone or a virtual meeting software whenever possible.
 - b. Case managers and the 504 coordinator continue to reach out to all families to offer and/or set up meetings.
4. Students with IEPs have their own Google Classroom to support their learning.
5. In all scenarios, Educational Assistants (EAs) are assigned to support students in specific classes and grade levels, both in-person and online.
6. In Scenarios 1 and 2 (Full and Partial In-Person Learning), students with IEPs who opt for in-person instruction are scheduled into in-person classes so as to best utilize case manager and EA support.
7. In Scenarios 1 and 2 (Full or Partial In-Person Learning), all resource rooms currently operate at about a 3:1 student to staff ratio. Care is taken to maintain this while not allowing for large groups to congregate during the day.
8. In all scenarios, EL students have been contacted and 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.
3. Based on need and availability, MSA will continue to ensure adequate internet accessibility for student use at home. Funds for this came from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, more specifically the Governor's Emergency Education Relief Fund (GEER).

Athletics/Clubs/Activities

1. Athletics meet per MSHSL guidelines but MSA administration may alter athletics at their discretion.
2. Clubs and activities that choose to meet in person are required to follow all health guidelines and requirements per the CDC, MN Department of Health, and local health organizations. When possible, clubs and activities are encouraged to meet virtually.

Dietary Support

1. Resources for food insecurity have been distributed to families and may be found at <https://www.mnmsa.org/distance-learning/covid-19health-resources/>
2. In Scenarios 1 and 2 (Full or Partial In-Person Learning):
 - a. No outside food deliveries are accepted for students.
 - b. Pizza days and healthy snack days are suspended until later notice.
 - c. Vending machines in the school buildings have been removed.

Transportation

1. In Scenarios 1 and 2 (Full or Partial In-Person Learning), MSA receives transportation for eligible students from ISD #833 for a 9:20 am start time and a 3:50 pm release time.
2. In Scenario 3 (Distance Learning - All Students), transportation is not applicable or provided.

Communication

1. All communication is shared in multiple formats. ie. Skyward emails, website, newsletters, announcements, MSA online calendar, rSchool, and weekly update messages (for the most important information).
2. All communication regarding COVID-19 is sent or authorized to be sent by the Director.
3. Signage is posted in each building to inform occupants of traffic patterns and expectations regarding masking, physical distancing and other safety requirements.

Student Supervision Support

1. MSA provides school-aged care for eligible children at no cost during the time those children are not receiving instruction in the school building during regular school hours.
2. This school-aged care is offered on site under the supervision of a classroom monitor and is only for students who are age 12 and under and have all parents/guardians working as Tier 1 critical workers.

Tutoring

1. Any NHS and department-provided student-to-student tutoring that occurs is encouraged to occur virtually.
2. MSA offers third-party virtual tutoring services through Tutor.com. Interested students should contact an assistant director for additional information.

Financial Help

1. The Education Benefits Form has been sent to every MSA family. Families have been encouraged to complete the form even though MSA does not serve school lunch.
2. Families that are eligible for education benefits may receive reduced or waived school fees, as applicable.

Protecting Vulnerable Populations (per Minnesota Department of Health requirements)

1. In Scenarios 1 and 2 (Full or Partial In-Person Learning), 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. In Scenarios 1 and 2 (Full or Partial In-Person Learning), 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.
3. MSA offers distance learning to enrolled students who may be medically vulnerable or otherwise unable or unwilling to return to in-person learning.

Students on Academic Probation

1. In all scenarios, standard processes are used per BOD policy 510.1.
2. In all scenarios, students have additional time with advisors for support during the week.

SOCIAL-EMOTIONAL AND MENTAL HEALTH OF STUDENTS

Advisory Lessons

1. In Scenarios 1 and 2 (Full or Partial In-Person Learning), regular Advisory lessons may be taught on social-emotional learning. When feasible, a mindfulness session is incorporated into class to allow students to take time to process thoughts before teachers deliver content (no more than 3 minutes).
2. In all scenarios, regular Advisory classes occur so that students can do the lessons either at home or on-campus. Students may be asked or encouraged to set aside a notebook for on-going journaling to help them process their thoughts and feelings.

Check-Ins with Students & Counselors

1. In all scenarios, Counselors provide Advisory teachers a set of questions for teachers to use as a check-in with their Advisory students.
2. In all scenarios, for any student learning remotely/virtually, Counselors send weekly check-in forms to students via email. Counselors can then set up meetings based on their responses.
3. In all scenarios, Counselors are available for in-person counseling sessions when requested.
4. In all scenarios, Counselors continue to provide resources and worksheets/activities on their websites for students to do at home with family members. Other mental health resources are provided on MSA's website, as well.
5. In Scenarios 1 and 2 (Full or Partial In-Person Learning), Counselors are available in common areas during passing times for student interactions.

SOCIAL-EMOTIONAL AND MENTAL HEALTH OF STAFF

Connections with Fellow Staff

1. If on-campus, MSA encourages staff to eat lunches with other staff members in classrooms with appropriate physical distancing measures in place.
2. MSA encourages staff to organize going for walks or other outdoor social activities with each other to get exercise and fresh air, as well as enhance staff communication. (Wear a mask and physically distance if walking with another person.)
3. MSA encourages staff to host themed "Zoom hours" where staff can connect on topics that interest them to get to know their fellow staff members better.

Reach Out for Support

1. MSA encourages staff to connect privately with other staff and the Counselors for friendship and support, in-person or virtually.
2. MSA encourages staff to use the mental resources on the Counseling Department website.

Appendix A

In-Person COVID-19 Building Procedures

ANYWHERE ON CAMPUS - GENERAL EXPECTATIONS

- Physically distance whenever possible.
- Wear a mask covering your nose and mouth whenever on campus. (If you have a medical reason for not wearing a mask, a document from a medical provider stating this exemption is required to be filed with the health office. A face shield is required when exempt from a mask unless both are included in the exemption.)
- 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.)
- At the end of the day, after being dismissed by teachers, students exit the building immediately and/or go to their assigned location for any after school activity.
- Offices will have day number signs posted on the inside front door of buildings A, B and C.
- Follow all traffic arrows and physical distancing markers.
- 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.
 - Masks must be worn over the mouth and nose while walking between buildings.
 - 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
- After School Activities: Coaches will follow their activity specific COVID plan. These plans will be located on the school website on the activity's tab.

BUILDING A

Entry, Exit, Hallways & Passing Times

- Masks must be worn at all times.
- ENTER the building through doors by the main office.
- EXIT the building through the door by room 16 in the annex.
- HALLWAYS:
 - All hallways are 1-way traffic during passing time (including lunch passing time).
 - All hallways are 2-way traffic during class time.
 - Upon entering the building...
 - Turn left to go to rooms 1 and 2.
 - Turn right to immediately go to room 4.
 - Go straight through the Great Hall to go to rooms 5-10.
 - Turn right and go down the hallway towards the bathroom.
 - Turn right again to go down the annex hallway to rooms 11-18.
- PASSING TIMES: Passing time directions are labeled with arrows on the floor.
 - Students in rooms 2A and 17A will be dismissed 2 minutes before the end of the class period.
 - Students in rooms 1A and 18A will be dismissed 1 minute before the end of the class period.
 - Office staff will help with reminders.
 - All staff must be monitoring students during passing time to prevent students from congregating.
 - EAs will monitor students as they walk from class to class.
 - Teachers will monitor students in hallways outside their classrooms.
 - Admin/office staff will monitor students outside.
 - Students may not go against the flow of traffic to go to another classroom in the building. They must exit and re-enter 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.
- 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.

Lunchroom

- Masks must remain on unless eating.
- Enter the Great Hall using the doors nearest the main office.
- Exit the Great Hall using the rear door by room 5.

- Students will eat at assigned seats at tables, with 4 students per round table.
- Tables will have 4 way dividers.
- Hand sanitizer will be located at each table and by each microwave.
- Students will wipe down their eating area at the end of their lunch with a food-safe sanitizer solution.
- Microwaves:
 - Only 4 microwaves will be used & will be placed along the hallway wall or in the alcove. 6-foot distancing will be maintained between each microwave.
 - Hand sanitizer will be located by each microwave.
 - Students must sanitize microwaves doors and buttons prior to each use.
 - Lunchroom staff will wipe down microwaves at the end of lunches.
- Air filtration will be utilized in the lunchroom.

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.
- 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.

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.

- 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.
- Student Pickup:
 - Middle school students picked up at building A
 - High school students picked up building B.

BUILDING B

Entry, Exit, Staircases, Hallways & Passing Times

- Masks must be worn at all times.
- ENTRY: Enter from the front (east end) of the building.
- EXIT: Exit from the back (west end) of the building.
- STAIRCASES:
 - Front staircase (by office) is UP if going to the 2nd or 3rd floor and DOWN if going to the basement.
 - Back staircase is DOWN if exiting from the 2nd or 3rd and UP if exiting from basement
 - Staircases are always one-way.
- HALLWAYS:
 - All hallways are 2-way traffic.
 - Everyone must walk on the right.
 - Hallways are labeled with directional arrows on floors.
 - Basement, 2nd and 3rd floor has tape on floors separating sides.
 - 1st floor has stanchions and ropes separating the sides.
- PASSING TIMES:
 - All staff must be monitoring students during passing time to prevent students from congregating.
 - EAs will monitor students as they walk from class to class.
 - Teachers will monitor students in hallways outside their classrooms.
 - Admin/office staff will monitor students outside.

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.

Lunchroom: If students come 2 days a week

- All high school students will eat in building B lunchroom on the stage.
- Masks must remain on unless eating.
- Enter gym door nearest the office
- Enter the stage area using the door closest to the hallway.
- Exit the stage by using the door furthest from the hallway.
- Students will exit the building using the door nearest the back of building B.
- Students will have assigned seats at tables, with a max of 4 students per table.
- Tables will have physical dividers.
- Hand sanitizer will be located at each table and by each microwave.
- Students will sanitize their table at the end of lunch with provided cleaner and paper towels.
- Microwaves:
 - Microwaves are located on the stage. 6-foot distancing will be maintained between each microwave.
 - Hand sanitizer will be located by each microwave.
 - Students must sanitize microwaves doors and buttons prior to each use.
 - Lunchroom staff will wipe down microwaves at the end of lunches.
- Air filtration will be utilized on the stage.

Lunchroom: If students come 4 days a week

- Students will eat on the bleachers in assigned spots facing forward and with physical distancing.
- Masks must remain on unless eating.
- If students need the microwaves, they will enter the stage area using the door closest to the hallway.
- All other lunch procedures remain the same.

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.

Locker Rooms

- Not used (subject to change)

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.

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.
- 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.
- Student Pickup:
 - Middle school students picked up at building A
 - High school students picked up building B.

BUILDING C

Entry, Exit, Hallways & Passing Times

- Masks must be worn at all times.
- ENTER the building through the front door.
- EXIT the building through the door in the study hall area.
- HALLWAYS:
 - All hallways are 1-way traffic during passing time.
 - All hallways are 2-way traffic during class time.
- PASSING TIMES:
 - Passing time directions will be labeled with arrows on the floor.
 - All students will be dismissed at the same time.
 - All staff must be monitoring students during passing time to prevent students from congregating.
 - EAs will monitor students as they walk from class to class.
 - Teachers will monitor students in hallways outside their classrooms.
 - Admin/office staff will monitor students outside.

- Students may not go against the flow of traffic to go to another classroom in the building. They must exit and re-enter 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.
- 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.

Lunchroom

- All high school students will eat in building B lunchroom. (See Bldg B procedures.)

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.
- Workrooms: 1 staff member working at time, 1 other staff member may stop for mail or to pass through
- Staff kitchen: maximum of 1 staff member 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.

COVID Room

- Masks must be worn at all times
- Students who are sent to the COVID room due to illness will be required to use hand sanitizer upon entry.
- Teachers will call the study hall supervisor letting them know a student is coming.
- Study hall supervisor will check in student:
 - Temperature will be taken.
 - COVID questionnaire will be given.
- Students with COVID symptoms will be placed in COVID room.
- Parents/guardians (or other emergency contact) will be called to pick up the student as soon as possible.
- Study hall supervisor will wipe down the room and replace bed paper after the student has left.

BUILDING D

Entry, Exit, Hallways & Passing Times

- Masks must be worn at all times.
- ENTER the building through doors on the right side of the entryway.
- EXIT the building through the door closest to Building C.
- HALLWAYS:
 - All hallways are 1-way traffic during passing time.
 - All hallways are 2-way traffic during class time or to go to lunch.
- PASSING TIMES:
 - Teachers in rooms 1D and 5D will prop exterior doors at the beginning of passing time and remove them at the end of passing time.
 - Passing time directions will be labeled with arrows on the floor.
 - Students in rooms 1D and 5D will be dismissed 2 minutes before the end of the class period.
 - Students in rooms 2D and 4D will be dismissed 1 minute before the end of the class period. Students in 3D will be dismissed on time.
 - All staff must be monitoring students during passing time to prevent students from congregating.
 - EAs will monitor students as they walk from class to class.
 - Teachers will monitor students in hallways outside their classrooms.
 - Admin/office staff monitor students outside.
 - Students may not go against the flow of traffic to go to another classroom in the building. They must exit and re-enter the building.

Bathrooms

- Masks must be worn at all times.
- 1 student 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.

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.
- Workrooms: 1 staff member working at time

APPENDIX B -- MARCH & APRIL 2021 TESTING SCHEDULE

- *Testing Time:* 8:00am-11:00am (If students need more time, they test until 12:00pm. The office will notify families of pickup time). April 6th and 7th have different testing times due to being back in person. Those times are indicated in red.
- *Location:* MSA Campus

| 2/28 | 3/1 | 3/2 | 3/3 | 3/4 | 3/5 | 3/6 |
|---------------------|---------------------------|--|---|----------------------------|-----------------------------|----------------------|
| 3/7 Spring break | 3/8 Spring break | 3/9 Spring break | 3/10 Spring break | 3/11 Spring break | 3/12 Spring break | 3/13 Spring break |
| 3/14 | 3/15 No school | 3/16 Transition week | 3/17 Transition Week | 3/18 Transition week | 3/19 Not a win friday | 3/20 |
| 3/21 | 3/22 6th grade math | 3/23 7th grade math | 3/24 9th grade science | 3/25 10th grade reading | 3/26 8th grade reading | 3/27 |
| 3/28 | 3/29 7th grade reading | 3/30 ACT test | 3/31 8th grade science | 4/1 6th grade reading | 4/2 <i>No school day</i> | |
| | 4/5 | 4/6 8th grade Math 11th grade math M/T kids will test this day Testing times will be 9:20-12:00 | 4/7 8th grade math 11th grade Math W/Th kids will test this day Testing Times will be 9:20-12:00 | 4/8 | | |