

# Hettinger Public Schools

## Reopening and Health Plan



**Adopted: 08/18/2020**

**LAST UPDATED: August 19, 2020**

Hettinger Public School Families,

It has been a challenge for our entire community since March, but we hope you have found ways to cope and embrace this new normal. Thank you to the students, staff, parents, and community members who have helped us succeed in these difficult times.

The 2019-2020 school year was challenging but we are proud of our students and thankful the district was able to celebrate our seniors' accomplishments with a graduation exercise.

The challenge now is planning for what school will look like during the 2020-2021 school year. This is a daunting task as we all realize how the impact and response to COVID-19 has changed rapidly over the past four months. This plan will try to address these challenges, while providing a flexible framework to guide our response over the next school year.

For academic, social-emotional, and economic reasons, we are compelled to strive to return to an in-person model. Yet, we cannot disregard that the health and safety concerns associated with the virus remain. The district must consider all practical steps to keep our schools from contributing to virus spread in our community.

This plan represents multiple hours of critical thinking, research, modeling, and work by our educators, staff, parents, and school board members as well as collaboration from Southwestern District Health Unit and West River Student Services. This group reviewed input gathered from our employees and parents to help shape the reopening plan.

We realize that reviewing this plan may not address every question you have. We recognize some concepts and actions may be polarizing, and there are strong opinions about what the school should or should not do. But we must remain open to what is possible and consider all options so we can move forward.

Thank you for your time reviewing this plan. We encourage everyone to ask questions and communicate their concerns as we move forward. Together, our school can provide quality education to our children in a safe manner, if we work together to solve problems.

Respectfully,

Ryan Moser  
Superintendent  
Hettinger Public School

Darin Seamands  
COVID-19 Coordinator  
Hettinger Public School

Eric Andress  
Board President  
Hettinger Public School

In March 2020, Hettinger Public Schools (HPS) closed its school buildings for in-person learning due to the outbreak of COVID-19 and related public health orders. For the remainder of the spring semester, students engaged in remote learning throughout the district. While our preferred model of instructional delivery is a traditional face-to-face educational environment, we anticipate continued public health restrictions throughout this upcoming school year.

The purpose of this Reopening and Health Plan is to maximize in-person learning opportunities. HPS has crafted a plan that allows us to respond quickly to changing local, regional, state and national conditions. HPS's designated COVID-19 coordinator is Mr. Darin Seamands who can be reached at 701-567-4502.

As conditions change, we may be forced to change how we provide instruction during the school year. HPS's Reopening Plan includes a Green-Yellow-Red system that outlines what students, staff and parents can expect under different conditions.

- **GREEN LEVEL INSTRUCTION** - HPS's schools will reopen with all students attending school full-time and schools implementing reasonable procedures in accordance with health guidance. A virtual learning option will also be available to students off campus.
- **YELLOW LEVEL INSTRUCTION** - HPS will shift to a hybrid schedule with students attending school on alternate days where some students are learning part-time in school and some students are learning part-time at home. Based on conditions, hybrid schedules could be implemented in a single school or districtwide.
- **RED LEVEL INSTRUCTION: Learn at Home & Stay Safe** - In extreme conditions, which could include a local or state stay-at-home order, HPS will close schools and shift to remote learning for all students.

HPS's Reopening Plan includes recommendations from health officials, and reasonable procedures to try and mitigate risks and minimize the spread of COVID-19. To accomplish our goal of reopening schools, it is imperative all students, staff and parents do their part by following health department guidance whether they're at school or out in the community. Everyone will also need to monitor their health and stay home if they are feeling sick or showing symptoms of COVID-19.

Hettinger Public School's Reopening Plan was drafted with input from stakeholders including parents, teachers, staff and local health officials. It includes feedback from community survey responses. The plan is a living document and will be updated in accordance with new guidance from the Governor's office, the State Department of Public Instruction, the ND High School Activities Association and local Health Officials.

## Green Instructional Level

*Hettinger Public Schools will reopen but incorporate health guidance and protocols to try and mitigate risks and limit the spread of COVID-19. Here's what to expect:*

### Districtwide Practices:

- Social distancing where possible and reasonable.

- Masks or cloth facial coverings are strongly recommended to be worn by all employees and students when social distancing is not possible. There will be strategic times implemented where masks can be removed.
- Face coverings are required in common areas and while transitioning.
- Buildings routinely cleaned and disinfected according to Centers for Disease Control (CDC) guidelines. Special focus on high traffic areas.
- Handwashing integrated throughout the day.
- Hand sanitizer available throughout buildings.
- Schools provide information with focus on preventative measures and symptoms.
- Parents/guardians will be provided an online (virtual) option of education for students. Parents/guardians choosing this option will have a one-time, two-week grace period before opting into the online (virtual) option for the nine-week period; this option will also be reconsidered when changing color instructional levels.
- Support and training for parents who need help accessing technology, tools and online curriculum.
- Social distancing on school buses will be difficult; temperatures of students will be taken before they enter the bus, if the child's temperature is at or above 100.4°F they will not be allowed to ride on district transportation. Masks or facial coverings will be required while riding district transportation.
- In addition to North Dakota Childcare/School Infection Control Manual exclusion criteria, schools will exclude ill employees or children who meet the following criteria:
  - Fever of 100.4° F **OR** two or more symptoms of fatigue, headache, muscle/body aches, chills, cough, shortness of breath, sore throat, congestion/runny nose, nausea, vomiting, diarrhea, abdominal pain **OR** loss of taste and/or smell.
- Employees and children need to be excluded until either (1) tested negative for COVID-19 **OR** (2) diagnosed by a health care provider with another illness that does not require exclusion **OR** (3) for 10 days from onset **AND** fever-free for 24 hours (without the use of fever-reducing medications) **AND** symptoms are improving, whichever is longer.
- Students with underlining health conditions that are similar to COVID19 must notify the school using the Student Demographic Information located at <https://www.hettinger.k12.nd.us/forms> or documentation from a physician.
  - Parents with students who have underlining health conditions similar to COVID-19 will be called to confirm if the need arises.
- Sick room/area will be provided for isolated student(s) and or employee(s).

### **Classroom Spaces:**

- Limited use of shared materials and supplies.
- Desks arranged to allow for cohort groups and social distancing where possible and reasonable.
- Teachers will teach their face-to-face class as though they are teaching online. This will accommodate the anticipation that some students will need to be absent from the face-to-face class due to COVID-19 restrictions.
- Masks or cloth facial coverings are strongly recommended to be worn by all employees and students when social distancing is not possible. There will be strategic times implemented where masks can be removed.
- Face coverings are required in common areas or while transitioning.
- When social distancing is not possible in the classroom, face masks or facial coverings will be strongly recommended.
- Para educators will move with students as needed. Paras will sanitize between students.

- Students with educational or health plans (IEP, 504, English Learners, etc.) may have adaptive or alternative face coverings.
- PE will be adapted to provide social distancing with physical activity as much as possible, including outside time when appropriate.
- Choir students will wear face coverings while singing. Band students are highly recommended to wear face coverings when not playing their instrument. While playing their instrument, band students will be socially distanced.

### **School Spaces:**

- Sneeze guards and other protective measures may be implemented in all offices.
- Some school events, assemblies and gatherings may be changed or cancelled to limit large gatherings.
- Access to campus will be limited. Parents/guardians are encouraged to call the office in advance of picking up their student(s). Elementary office-701-567-4501 and High school office-701-567-4502.
- A buzzer system will be utilized to let parents, guardians, delivery services, volunteers and visitors into the building. All outside persons entering Hettinger Public Schools will be admitted through Door C only. (Food Service deliveries will occur at Door B.)
- Parents, guardians, visitors, volunteers and delivery services will wear masks or facial coverings while in the building.

### **Common Spaces:**

- Students will move in cohort groups where possible and reasonable to try and limit possible exposure.
- School schedules may be adjusted to reduce the number of students passing in hallways.
- Lunch schedules and spaces will be alternating so that social distancing can be achieved whenever possible. Some students may eat in other areas of the school or outside, weather permitting.
- During recess time, the playground will be divided for social distancing. Off campus opportunities will also be utilized when possible on a rotating basis, i.e. parks, football, and softball fields, etc.
- Students and faculty will sanitize when re-entering the building after recess, PE, etc.

### **Extracurricular Activities:**

- We will follow guidance and directives from the ND High School Activities Association and the governing bodies for all extracurricular activities.

### **Priorities in Green:**

- Ensure students and staff who are sick or showing symptoms stay at home.
- Implement social distancing and cohort groups where possible and reasonable.

## **Yellow Instructional Level**

***Based on guidance from local health officials, HPS may decide to shift to a hybrid schedule where students would attend on alternating days and learn part-time in school and part-time at home. Depending on conditions, hybrid schedules could be implemented in a single school or districtwide. Here's what to expect:***

## Districtwide Practices:

- Maximize social distancing cohort groups by reducing the number of students in school buildings.
- Masks or facial coverings will be worn by all employees and students when social distancing can't take place.
- Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high traffic areas.
- Handwashing integrated throughout the day.
- Hand sanitizer available throughout buildings.
- Display "Stop the Spread" information with focus on preventative measures and symptoms.
- Parents will be provided an online (virtual) option of education for students. Parents/ guardians choosing this option will have a one time, two week grace period before opting into the online (virtual) option for the nine week period.
- Support and training for parents who need help accessing technology, tools and online curriculum.
- Social distancing on school buses will be difficult so we encourage parents to consider alternate transportation to school. If students ride district transportation, temperatures of students will be taken before they enter the bus, if the child's temperature is at or above 100.4°F they will not be allowed to ride on district transportation. Masks or facial coverings will be required while riding district transportation.
- In addition to North Dakota Childcare/School Infection Control Manual exclusion criteria, schools will exclude ill employees or children who meet the following criteria:
  - Fever of 100.4° F **OR** two or more symptoms of fatigue, headache, muscle/body aches, chills, cough, shortness of breath, sore throat, congestion/runny nose, nausea, vomiting, diarrhea, abdominal pain **OR** loss of taste and/or smell.
- Employees and children need to be excluded until either (1) tested negative for COVID-19 **OR** (2) diagnosed by a health care provider with another illness that does not require exclusion **OR** (3) for 10 days from onset **AND** fever-free for 24 hours (without the use of fever-reducing medications) **AND** symptoms are improving, whichever is longer.
- Students with underlining health conditions that are similar to COVID19 must notify the school using the Student Demographic Information located at <https://www.hettinger.k12.nd.us/forms> or documentation from a physician.
  - Parents with students who have underlining health conditions similar to COVID-19 will be called to confirm if the need arises.
- Sick room/area will be provided for isolated student(s) and or employee(s).

## Classroom Spaces:

- Students will attend school on a hybrid schedule and school class times may be adjusted. Every effort will be made to ensure children from the same families attend school on the same days.
- Approximately 50% of the students will attend school on Mondays/Tuesdays, with the remaining 50% of students attending Wednesdays/Thursdays.
- Fridays would be used for interventions for students who need additional support, teacher prep, planning, and staff development.
- Attendance will be taken daily.
- Teachers will teach their face-to-face class as though they are teaching online. This will accommodate the anticipation that some students will need to be absent from the face-to-face class due to COVID-19 restrictions. Teachers will provide direct instruction on the days students are at school. All classes will be made available through recording.
- Students will be expected to complete work assignments, participate in learning activities, and practice daily concepts during virtual learning.

- Staff and students working closely with small groups of students on campus for more than a cumulative time of 15 minutes, will be required to wear face shields/masks.
- No shared materials or supplies.
- Students with educational or health plans (IEP, 504, English Learners, etc.) may have adaptive or alternative face coverings.
- Para educators will be provided for students needing assistance both in the classroom and virtually.
- Choir students will wear face coverings while singing. Band students are highly recommended to wear face coverings when not playing their instrument. While playing their instrument, band students will be socially distanced.

### **School Spaces:**

- Sneeze guards and other protective measures may be implemented in all offices.
- Some school events, assemblies and gatherings may be changed or cancelled to limit large gatherings.
- Access to campus will be limited. Parents/guardians are encouraged to call the office in advance of picking up their student(s). Elementary office-701-567-4501 and High school office-701-567-4502.
- A buzzer system will be utilized to let parents, guardians, delivery services, volunteers and visitors into the building. All outside persons entering Hettinger Public Schools will be admitted through Door C only. (Food Service deliveries will occur at Door B.)
- Parents, guardians, visitors, volunteers and delivery services will wear masks or face coverings while in the building.

### **Common Spaces:**

- Students will move in cohort groups where possible and feasible to try and limit possible exposure.
- School schedules may be adjusted to reduce the number of students passing in hallways.
- Lunch schedules and spaces will be alternating so that social distancing can be achieved whenever possible. Some students may eat in other areas of the school or outside, weather permitting.
- During recess time, the playground will be divided for social distancing. Off campus opportunities will also be utilized when possible on a rotating basis, i.e. parks, football, softball fields, etc.
- Students and faculty will sanitize when re-entering the building after recess, PE, etc.

### **Extracurricular Activities:**

- We will follow guidance and directives from the ND High School Activities Association and the governing bodies for all extracurricular activities.

### **Priorities in Yellow:**

- Ensure students and staff who are sick or showing symptoms stay at home.
- Maximize social distancing cohort groups by reducing the number of students in school buildings.

## **Red Level Instruction**

*In extreme conditions, which could include a local or state stay-at-home order, HPS will close schools and shift to remote learning for all students. Based on local conditions, HPS could close a single school, or close both schools. Here's what to expect:*

**Remote Instruction:**

- Focused, rigorous instruction on key learning essentials in each grade and content area.
- Attendance will be taken daily.
- Traditional grades and accountability.
- Clear expectations and communication with students and families.
- Support and training for parents who need help accessing technology, tools and online curriculum.
- Continued para educator support for students as needed.

**School Spaces:**

- Closed to the general public except by special appointment.
- There may be limited opportunities for in-person small group instruction or intervention.

**Extracurricular Activities:**

- We will follow guidance and directives from the ND High School Activities Association and the governing bodies of other extracurricular activities. Athletics and other extracurricular activities would likely be suspended

**Priorities in Red:** \* Reduce the risk of further community spread by closing schools.

## HPS Learning Expectations

**Parent Expectations:**

- Parents are asked to take their child's temperature at home each morning. If a student has a fever of 100.4<sup>o</sup>F or more, keep your child at home until they are fever-free for 24-hours without medication.
- If anyone in a student's home has been diagnosed with COVID-19, the student shall follow the recommendations set forth by the NDDoH (North Dakota Dept of Health).
- Promote and encourage good health and personal hygiene.
- Provide face coverings for your child, if you need assistance please contact the school.
- Provide a water bottle, to be sent home and sanitized weekly, for your child to eliminate the use of public water fountains; please contact the school if you need assistance.
- Provide internet access for your child to access virtual learning if instruction is taking place from home.
- Provide a quiet study space for your child.
- Ensure your child engages daily in online learning activities if instruction is taking place from home.

**Student Expectations:**

- Masks or cloth facial coverings are strongly recommended to be worn by all employees and students when social distancing is not possible.
- Face coverings required when in common areas and areas, such as: transitioning between classes, bathroom, office, library, or when riding district transportation.



- Social distance when possible.
- Log in to virtual learning if attending at home, attendance will be taken
- Expectations for virtual learning will be **SIGNIFICANTLY INCREASED** from what occurred in the spring of 2020. Students must be aware they will be assessed and graded consistently with on-campus instruction.
- Daily participation and engagement in all courses.

**School Expectations:**

- Provide additional time for hand-washing/sanitizing and cleaning of classroom spaces and supplies.
- Face coverings required when in common areas, such as: transitioning between classes, bathroom, office, library, or when riding district transportation.
- Reduce capacity of common areas when possible.
- Stagger students into common areas to reduce exposure when possible.
- Re-take temperature when entering buses or school, parents will be contacted if a child has a temperature at or above 100.4°F, the child will be isolated in the sick room, and be required to be sent home. An alternative sick room may be used if multiple students are required to be isolated to allow for continued social distancing.
- Attendance will be taken each day.
- Expectations and learning outcomes will be consistent with on-campus instruction and grading if instruction is taking place from home.
- Classes will be recorded each day and available to view at a later time if needed.
- Department of Health will provide guidance for school closures in the instance of COVID-19 cases in the school.
- Mental health options made available to students and staff.

**Keeping Schools Open Will Take Community Effort:**

**BEFORE SCHOOL!**

**Parents are asked to review this daily health checklist by answering these questions before sending their child to school. (Parents do not need to send the questionnaire to school)**

Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?  
 Yes\_\_\_ No\_\_\_

Does your child have a new or worsening shortness of breath?  
 Yes\_\_\_ No\_\_\_

Does your child have new or worsening cough?  
 Yes\_\_\_ No\_\_\_

Does your child have a fever of 100.4°F or greater?  
 Yes\_\_\_ No\_\_\_

Does your child have chills?  
 Yes\_\_\_ No\_\_\_

Does your child have a sore throat?

Yes\_\_\_\_ No\_\_\_\_

Does your child have nausea, vomiting and diarrhea?

Yes\_\_\_\_ No\_\_\_\_

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

Yes\_\_\_\_ No\_\_\_\_



If YES to any of the questions STOP! Do not send your child to school. Contact your healthcare provider. Contact your child's school to inform them of your child's absence.



If you are able to answer NO to all questions, send your child to school.

## Responding to a Confirmed Case of COVID-19:

An important part of limiting the spread of COVID-19 in our community is identifying those who may be sick, infected or who have been exposed, and requires all of us working together to keep the virus in check.

Please contact Hettinger Public Schools designated COVID-19 coordinator, Mr. Darin Seamands at 701-567-4502 with any COVID-19 related information or results.

### Students/Families:

If your child has tested positive for COVID-19 we ask that:

- You do not send your child to school. Notify your school of the positive test by calling Mr. Darin Seamands at 701-567-4502.
- Follow guidance from your health provider regarding isolation and contact tracing.

### School & District:

- School personnel will alert Supervisor.
- Supervisor will contact local Health Officials and will assist Public Health with contact tracing and investigation.
- District will coordinate efforts to communicate to staff, students, and parents the possible exposure to COVID-19 while maintaining confidentiality as required by the Family Educational Rights and Privacy Act (FERPA) Health Insurance Portability and Accountability Act (HIPAA) and the Americans with Disability Act (ADA).

