



## Table of Contents

- [Arrival/Entering](#)
- [Bathrooms](#)
- [Cleaning/Disinfecting Routines](#)
- [COVID testing at school](#)
- [Drinking/Water Bottles](#)
- [Handwashing & Hand Sanitizer](#)
- [Ice, vaseline, band-aids, etc.](#)
- [Isolation Area/Get Better Room](#)
- [Mask-wearing](#)
- [Maximum Numbers of Students / Staff in Rooms](#)
- [Nonverbals for mask-wearing and social distancing](#)
- [Quarantine \(staff and students\)](#)
- [Sick Student \(becomes ill while at school\)](#)
- [Sick Student \(returning to school\)](#)
- [Sick Student \(can't attend in-person\)](#)
- [Social Distancing \(questions from staff\)](#)
- [Transportation](#)
- [Transportation, Busing, Vans \(school-provided\)](#)
- [Traveling](#)
- [Ventilation](#)
- [Visitors](#)

### NECP Safety Protocols

- The following NECP safety protocols have been developed in compliance with the policies and recommendations of the Minnesota Department of Health and the Centers for Disease Control (CDC), as outlined on the Minnesota Department of Health website (linked below).
  - <https://www.health.state.mn.us/diseases/coronavirus/schools/schoolrecs.pdf>

<b>Top NECP Prevention Strategies</b>
Consistent and correct mask use
Promoting vaccination
Handwashing and respiratory etiquette
Cleaning and Disinfecting
Staying home when sick and getting tested
Contact Tracing in combination with isolation and quarantine
<b>Implement as Possible</b>
Screening Testing
Ventilation
Physical Distancing and Cohorts

<b>Arrival/Entering</b>
<ul style="list-style-type: none"><li>• Students will stay in their vehicle until a staff member comes out to greet them.</li><li>• A staff member will take each student's temperature as they enter their classroom.<ul style="list-style-type: none"><li>◦ If a student has an elevated temperature (above 100.4 degrees F / 38 degrees C), a staff member will escort the student to the Get Better room. The staff member will inform front office staff. The student will wait in the Get Better room until alternative arrangements can be made. Any students who lives in the same household as the sick student will also be transported back home. Some other students may be sent home, depending on the length of time and proximity to the sick student during their travels to school.</li></ul></li></ul>

- Upon entering the building, students will go directly to their classrooms.
- Upon entering their classrooms, students will take off / hang up any personal gear, then immediately wash or sanitize their hands. Teachers should plan to incorporate hand washing or sanitizing into their morning routine.

## Bathrooms

- K-1st students will use the bathrooms in their classrooms.
- Students will not be in the hallway without an adult (i.e. they will *not* leave the classroom and walk on their own to the bathroom except in 7th-8th grade).
- [2nd-6th grade classes will have two scheduled whole-class bathroom breaks each day.](#)
  - Teachers should model and reinforce appropriate handwashing during group bathroom breaks. The water automatically stays on for 15 seconds; students should scrub their hands for at least this amount of time.
  - Teachers may consider the following activities to engage students while they wait during a whole-class bathroom break:
    - Students bring a book to read
    - Body breaks (ex. wall sits, balance on one leg, stretches)
    - Math flashcards
    - Teacher read aloud
    - Mindfulness activities
- If a 2nd-6th grade student has a bathroom emergency and needs to use the bathroom outside of the scheduled bathroom break time, the teacher will call the office for someone to escort the student. If there is another adult in the classroom, that adult could also escort the student to the bathroom. 1:1 SPED paras cannot escort students to the bathroom unless they are escorting their assigned student(s).
- 7th-8th grade students will use the single-stall bathrooms upstairs. One student at a time may be excused from class to use the bathroom. 7/8 teachers will write students a paper pass for students to take with them to and from the bathroom. If both bathrooms are occupied, students will wait in the foyer area. The new doors will remain shut in the hallways and 7th-8th grade students will stay in the middle school area (if they leave, they won't be able to re-enter the middle school space without a fob/key). 7th-8th grade students are the only students in the school who are able to leave the classroom (one at a time) to go to the bathroom without an adult. There are three classrooms and two single stall bathrooms, so if teachers only allow one student to go to the bathroom at a time, there shouldn't be much time, if any, for the student to wait to use the bathroom.
  - New this year: students must have a pass with the time documented on it so if they do leave the middle school area, any adult can ask to see their pass and know how long they have been out of class and direct them back to class. The carbon copy passes also help see trends over time if certain students are using the bathroom in every single period for example.

- Students will not use the bathrooms during Specialists and will use the bathroom during their scheduled breaks. This includes 7th-8th grade students who are in PE, Spanish, Art and Arabic. For 7th-8th grade students in music, they may get a pass and go upstairs to the bathroom (because that classroom is within the middle school area). If a student has a bathroom emergency during Specialists of any grade, the Specialist teacher can call the office for an escort.

### Cleaning/Disinfecting Routines

- Teachers will be responsible for implementing cleaning and disinfecting routines within their own classroom spaces throughout the day. For teachers eating in their classrooms, desks will need to be disinfected by a staff member after breakfast and lunch. High touch surfaces (door handles, cubby doors, sinks, bathrooms, etc.) should be disinfected at least once per day, or more frequently as needed.
- The kitchen staff will be responsible for implementing cleaning and disinfecting routines around the shared spaces of the school. These cleaning times will be assigned and built into their schedules in addition to regular nightly cleaning. The kitchen staff will clean the bathrooms twice during the day (shared bathrooms and the single stall bathrooms in classrooms and upstairs). The cleaning schedule was made so they can clean when groups are not using the bathrooms.
- Cleaning supplies will include bleach water concentrate ( $\frac{1}{3}$  cup of bleach to 1 gallon of water or 4 teaspoons of bleach to 1 quart of water) and rags or paper towels. The kitchen staff will refill any bottles / buckets in the classrooms as needed. If you need another bottle, call the office. Staff members are recommended to wear disposable gloves when using chemical cleaners. Adults will be doing the cleaning, students (of any age) will **not** be using the chemical cleaners.
- Bleach solution should sit on the surface for at least 45-60 seconds before being wiped off with a rag that has been soaking in the red bucket. Surfaces can also air dry.
- Be cautious with bleach as it may stain (bleach) some clothing. If you are using reusable rags, the rag must be stored fully submerged in the cleaning solution when not being actively used (please do **not** wring it out and drape it over the side of the bucket because microbes can form when it is exposed to air - it is safest to keep the rag submerged).
- Staff will **not** use Lysol or other disinfectant sprays. Lysol wipes are fine, following the directions on the bottle for time to have it set on surface. Lysol wipes must be used by an adult, just like the other bleach cleaners.

### COVID Testing at NECP

- Covid testing at NECP [Work in progress]
- Zoom test kits for Middle School students [Work in progress]
- Here are more [details about how that will work](#) (it is the same as last spring). Our nurse

Mariah will be there to help manage the process. This is optional for all staff.

### **Drinking/Water Bottles/Eating**

- The drinking fountains will be taped off and not used.
- Students will bring an already-filled water bottle to school each day for drinking.
- We will issue water bottles to students who need one. Teachers can contact the office if they need water bottles for students who forget them.
- Students and staff may remove their masks to take a drink of water but need to put their mask back on as soon as they are finished drinking.
- Students will refill water bottles during lunch and scheduled bathroom breaks.
  - Mayra is working with a plumber to install additional water bottle fillers in the cafeteria, by the gym and in the large bathrooms to accommodate full classes filling up bottles during bathroom breaks before school begins.
- Recommendation: keep water bottles at tablespots and only drink when at your own workstation.
- Students will take their water bottles home each day to wash and refill them. This will be communicated to families at Back to School appointments.
- Staff can eat in their classroom or workspace, outside, or at the adult eating table on the upper level of the cafeteria with the teal chairs. If there is not room at the adult table, staff can sit at an empty table on the upper or lower level.
- Please leave your mask when you are in a space with more than one person (i.e. staff lounge, SPED Para lounge, etc.).

### **Handwashing & Hand Sanitizer**

- Handwashing Protocol: Wash hands with soap and water for the full duration of the automatic water flow [15-20 seconds], including scrubbing the front and back of hands and in between the fingers before rinsing off the soap. (This will need to be modeled for the students.)
- Hand Sanitizer Protocol: Hand sanitizer should be rubbed in completely on the front and back of hands and in between the fingers. Allow it to completely dry before touching anything else. (This will need to be modeled for students.)
- Students will wash hands with soap and water for 15-20 seconds upon arrival.
- Students will wash their hands with soap and water for 15-20 seconds before and after eating, if they sneeze/cough, adjust their masks, etc.
- If handwashing is not feasible, students will use an alcohol-based hand sanitizer instead.

### **ice, vaseline, band-aids, etc.**

- If a student needs ice in PE, there is now a freezer in the PE storage area. Mikaela will give them ice to use during PE time. Those reusable ice packs will stay in the gym. If they need to go with the student to class, the teacher will return the blue ice pack to Mikaela at the end of the day and throw the fabric liner in the hamper by the washing machine.
- If a student needs ice from a fall at recess, the teacher will call the office (8241) and someone in the office will deliver a ziploc bag of ice to the classroom. When they are done with the ice, they will throw away the ziploc bag and ice/water into the garbage keeping the zipped part shut (no need to dump out the water, throw the whole thing away with water in the zipped zip-loc). This will allow students to stay in class and not miss any instruction (they can ice their injury while they are listening to instruction).
- If a student needs vaseline, there are jars of vaseline and a zip-loc bag of q-tips in the emergency backpacks. Teachers can dip a q-tip into the vaseline and give it to the students.
- If a student needs a band-aid, there are band-aids in the emergency backpacks.
- If teachers run out of q-tips, vaseline, or band-aids, please let Mayra know and she will restock them.
- Taking care of injuries in class will decrease the time students are missing instruction and decrease the amount of time students from different classes are in the main office.

### **Isolation Area/Get Better Room**

- If students develop symptoms of illness while at school, call the office (8241) to alert them that a student needs to be isolated. If no one answers in the office, text the following people in a single group text:
  - Mayra: 651-757-7416; Saeed: 612-481-8696; Carl: 612-986-7089; Erika: 612-323-1425; Jane O: 612-716-7455; Zach M: 303-908-1454 Zach D: 612-418-4727; Sawsan 612-229-8980
- A staff member will retrieve the student from class and take them to the Get Better room attached to the main office to rest until the student can be picked up from school.
- The office will call the student's family to make arrangements for the sick student to leave school as soon as possible.
- Any staff members who enter the Get Better room need to wear the following PPE: a gown, mask, gloves, and a face shield. These items can be found in the labeled black storage cubes in the gym.
- Students should continue to wear a mask in the Get Better room and may wear a face shield if another is sneezing/coughing.
- The Get Better room will be disinfected by a staff member after the room is vacated. In the event that it would need to be used again the same day, Mayra will also alert the

custodial staff when it is used so they can use proper cleaning procedures as part of their routine cleaning.

### Mask-Wearing

- Students and staff must wear masks at all times when in the building, except while eating or drinking. As staff members, we are required to enforce mask wearing appropriately. It is all staff members responsibility to remind students to fix mask wearing when necessary.
- *Students* may remove masks during recess or other outdoor activities. Staff will wear masks outdoors, regardless of vaccination status, because even adults who are vaccinated can transmit COVID.
  - Additionally, most of our students do not have the option of getting the vaccine and many of our students are from demographics that are disproportionately affected with COVID-19. A staff member could be in close contact with students and wearing a mask is a way to protect our students and their families. It is also a way to protect our staff because students will have the option to have their masks off during this time.
  - Students will have recess to take a mask break and teachers and staff will have their prep time and break time to have a mask break. If you are taking your break outside and you are far away from students, you may remove your mask because not everyone has a space in the school where they can be alone to remove their mask.
- Staff may remove masks indoors if they are alone and not in a shared public space like a hallway, the office, or the staff lounge. Staff may remove their mask outside on their break time (i.e. not with students) if they are far away from students.
- Masks must cover both the nose and mouth at all times.
- All students and staff can choose to wear a face shield in addition to a face mask.
  - Face shields can be found with the other PPE in cubbies near the gym storage area.
- Staff will reinforce mask-wearing expectations and will remind students to adjust their masks as needed.
  - There are going to be reminders for mask wearing, however, if/when there is a difficult situation (ex. a student refusing to wear a mask in defiance) contact Jane O. to help remediate the situation.
  - There will be consequences if a student refuses to wear or fix their mask to cover their mouth and nose, which may include separation from peers, a phone call home, and/or being sent home early.

- Wearing a face shield may be offered as an alternative to mask-wearing for students for whom wearing a mask is determined to be problematic. This accommodation will be considered on a case-by-case basis by the school administration.
- If you have a concern (safety or otherwise) around a student's compliance with mask wearing, please reach out to Jane O.
- At the retreat:
  - Masks will be worn most of the time at the retreat. If we are meeting inside any building at the retreat, masks must be worn. This is the retreat center's policy. Masks can be removed when eating or drinking. Masks can be removed in the dorms or the motel style rooms if you are alone or with your roommates. You may also remove your mask outside if everyone in the small group that you are with is okay with it. This is different than at recess because there are no students at the retreat. All adults in MN have had the option to get the vaccine. Staff can always choose to wear their mask outside, even if they are in a group and tell others it is okay for them to not wear their masks.

#### Maximum Number of Students / Staff in a Room

- There is no maximum number of students or staff allowed in a room at one time.
- Students travel to specialist classes. This may need to change based on COVID cases and CDC guidance. The Master Schedule was made with longer breaks of time for specialists between classes in case the CDC guidance recommends specialists to push into classes.
- Other staff that don't typically work with a class will keep the time they are in the classroom to less than 15 minutes whenever possible to eliminate additional "close contacts" if a positive case of COVID-19 is confirmed.
- Coaches, Principals and leaders can observe in classrooms, even if it is longer than 15 minutes.

#### Nonverbals for Mask-Wearing

Watch this [video](#) for nonverbal hand signals for the following cues:

- Mask / Fix your mask

This video also shows non-verbal ways to show social distancing, although that non-verbal will be used less this school year.



## Quarantining

- How do we determine if someone needs to quarantine? We follow this [Decision Tree](#) from the Department of Health.
- If a student is ill, we will encourage them to rest and get better. They will be marked absent, just like they would be with any other absence due to illness.
- If an individual student needs to quarantine and they are not ill (i.e. they were exposed to COVID outside of school and need to stay home for multiple days) the following process will be implemented.
- Technology at home:
  - K-6 students will not have school-issued devices at home on a regular basis.
  - Sawsan, the Project Manager, will coordinate delivering iPads to K-6th grade students (and any 7th-8th graders that have not been issued a device to have at home) in the event a student needs to quarantine.
- K-3 quarantine plan:
  - K-3rd grade students will be expected to engage on Lexia & IReady daily during their quarantine. Students should engage on each platform for a minimum of 45 minutes daily.
  - K-3 teachers have the option to post Seesaw Activities for students to complete during quarantine. Teachers also have the option to assign specific lessons on iReady or let the student work on their individual MyPath.
  - If a student is engaging in the learning from home, they will be marked present. At the end of a given school day, homeroom teachers will be expected to check on quarantined students' engagement and indicate their presence or absence as appropriate in PowerSchool.
- 4th - 8th quarantine plan:
  - 4th - 8th grade students will be expected to engage on iReady Math and iReady Literacy daily during their quarantine. In addition, they will be expected to do the work assigned on Schoology.
  - For understanding/learning new content, students will be able to zoom in using their Chromebooks to hear explanations and directions. If a student is engaging in the learning from home, they will be marked present.
  - At the end of a given school day, homeroom teachers will be expected to check on quarantined students' engagement and indicate their presence or absence as appropriate in PowerSchool.

## Sick Student (Becomes Ill While at School)

- If a student is not feeling well once at school, assess their symptoms and use your best judgment to determine whether the child is *actually* sick or perhaps just needs a change of pace from their current activity. Consider the following:
  - Does the student need a break from their screen?
  - Is the student tired and needs a short rest?

- Would a drink of water or a stretch break help?
- If the student seems genuinely sick and needs to be removed from class, call the office (8241) to alert them that you have a sick student. If no one answers in the office, text the following people in a single group text:
  - Mayra: 651-757-7416; Saeed: 612-481-8696; Carl: 612-986-7089; Erika: 612-323-1425; Jane O: 612-716-7455; Zach M: 303-908-1454
- A staff member will retrieve the student from class and take them to the office for further evaluation. (If it is very apparent that the student should be isolated, the student will be taken directly to the Get Better room for evaluation.)
- The office staff will use the [COVID-19 Decision Tree](#) from MDH and may consult with the on-call school nurse to make a determination as to whether the student should be sent home or returned to class.

### Sick Student (Returning to School)

- Students who test positive for COVID-19 will follow the [COVID-19 Decision Tree](#) and/or directives from the Minnesota Department of Health to determine when they may return to in-person learning at NECP. They will continue to learn from home following the quarantining protocol ([Quarantine \(staff and students\)](#) ).
- Students who become sick without a confirmed COVID-19 diagnosis will also follow the [COVID-19 Decision Tree](#) to determine when they may return to in-person learning.
- Some of the factors that will be considered will include:
  - The number and type of symptoms
  - Whether the student has received an alternative diagnosis
  - The amount of time that has passed since the onset of symptoms

### Social Distancing

- “Can I hug a student?”
  - While hugs are not necessarily encouraged, if a student wants to give you a hug, you can hug a student at your discretion in that moment. You can also encourage them to elbow bump you or air high five you so that they have an alternative to the instinctive hug. Student to student hugs are not encouraged or discouraged. If they happen spontaneously, give a gentle reminder that safe ways to connect with someone is elbow bump or give an air high five. At the same time, students haven't seen each other in a long time and it is okay for them to greet with a hug.
- “Can I high five my students?”
  - First choice is to wave and/or smile, give an air high five, or elbow bump students.

- “Can my students high five each other in Morning Meeting/Advisory?”
  - During Morning Meeting or Advisory, teach non-touching greetings.
- “What if I see another student high five or hug another student?”
  - If a student high fives or hugs another student, give them a gentle reminder of the safest ways to connect. Encourage both students to use hand sanitizer or wash their hands afterwards.

### Transportation

- Students will wear masks on all school based transportation vehicles.
- Bri is the Transportation Coordinator.

### Transportation, Busing, Vans (school-provided)

- Van / bus drivers will take their temperatures prior to beginning their daily routes.
  - If the driver has an elevated temperature (above 100.4 degrees F / 38 degrees C), someone else will drive the route.
- Students and drivers must wear masks for the entire ride.
- Upon arrival at NECP, students will stay in the vehicle until a staff member comes out to greet them.

### Traveling

- There are no requirements around travel and staff do not need to tell anyone if they plan to travel. No protocols for quarantining are required.
- Follow the CDC requirements of getting a negative COVID test before boarding planes and quarantine recommendations if you travel to specific countries that require quarantine upon return to the U.S. Follow the [CDC recommendations for international travel](#).

### Ventilation

- Bringing fresh air into the school is a way to ventilate and move air around. If you are in a classroom that has a door, you can prop the doors. If you leave the classroom, you must close the door for security reasons. Our windows are not designed to be opened and there are some spaces without windows.
- With that in mind, we did work with the HVAC company last year to increase the amount of outdoor air that comes in through the roof top units and into the HVAC

system and vents into each space. Now, there is more fresh air circulation in the building than ever before. Additionally, when we renovated the building five years ago, we upgraded our HVAC systems to have newer ventilation and filtering capabilities.

- Ventilation is one of our COVID prevention strategies.

### Visitors

- In the past, families have come to visit their student's classrooms. To reduce the number of people in the building and in classes, this is no longer allowed.
- Prospective family tours can happen during the school day but all touring will stay in the hallway. Visitors can look in through the window on doors but prospective families won't enter classrooms to decrease cross-contamination. Please leave the shade off classroom windows so families can easily look in.
- If you would like to bring a visitor to the building after hours, that is fine. They need to take their temperature, sign-in, and wear a mask. For example, if you want to bring in a friend to help you set up your classroom during August or after the school day, that is fine. Maintain the same rules as staff (i.e. it is okay to take your mask off in a classroom with no one else in the room and if someone comes into the space they need to put their mask on).

### Classroom Set-up

- Because we are prioritizing in-person learning for all students, we will have full class sizes and social distancing will not be possible.
- Teachers may decide to use tables or desks.
- Teachers may use a classroom carpet.
- Students may rotate to various locations in the room and share chairs (ex. rotating through small groups during reading block in lower grades).
- Teachers may use flexible seating, but will need to disinfect seating options regularly.
- Students should use individual supplies (ex. pencils, crayons, markers etc.). Families are not being asked to send school supplies; teachers should order whatever supplies they need by 8/31 and indicate "student school supplies" in the order so these do not come out of classroom budgets.
- Whenever possible, students should use individual math manipulatives.
- Some instructional materials need to be shared and that is allowed (ex. books for small group literacy, art supplies etc.).
- Students should not work in the hallway unless they are working with an adult.

### Distance Learning

- In the event that a class, pod of classes, or the entire school needs to pivot to distance learning, the following steps will occur to facilitate continuity of teaching and learning.
- Sawsan and Tyler coordinate delivery to and/or pick-up of iPads/Chromebooks for K-6 students. Since K-6 students will need to wait for their technology, there will be a 1-2 day lag for these grades to pivot to Zoom. During these days, K-6 teachers may be asked to help with device delivery and/or pick-up during their contract hours. If we are able to foresee a potential pivot to distance learning, K-6 teachers will be asked to prep and send home a work packet for students to work on for the 1-2 transition days.
- Once the 7th-8th graders roll out bringing their Chromebooks to and from school, they will have their chromebooks at home and therefore will pivot to Zoom immediately.
- All homeroom/advisory teachers will create a Zoom link for their class and add the following people as co-hosts: Carl, Erika, Hala, Laura, Jane O., Joanna WN, Zach M., Lindsay, Hani, Mikaela, Deysi, Alia & Colleen. Teachers should also add any SPED teachers and ELD/ASTs who work with their students as a co-teacher.
- All NECP students will logon to their homeroom/advisory Zoom at 7:45 on distance learning days.
- Students will follow this [modified schedule](#) for distance learning, with the majority of instruction occurring synchronously via Zoom.
- In the event some classes are in distance learning and some are in-person, in-person Specialists, SPED Teachers & ELD/AST Teachers will continue teaching their in-person classes/groups and also teach live via Zoom for the students in distance learning.