

Higher Ground Academy

Contingency Plan, Under Scenario 1 (in-person Learning)

Scenario 1: In-person learning for all students.

In this planning scenario, HGA will create as much space between students and teachers as is feasible during the day, but will not be held strictly to enforce 6 feet of social distancing during primary instructional time in the classroom. Activities and extracurricular programming will continue to follow the COVID-19 Prevention Guidance for Youth, Student, and Child Care Programs www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf . This scenario will be implemented if state COVID-19 metrics continue to stabilize and/or improve. All requirements in this guidance apply to scenario 1.

Requirement I: Program Coordinator

Section 1: Point of contact for building (staff)

1. Person Responsible:
 - a. HGA Marshall: Sharon Cornely
 - b. HGA Brewster: Abeer Aburia
2. Responsibility: In collaboration with building or district school nurses, this person will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed
3. Reports to: Executive Director (ED) ED or delegated authority will notify students/families, school and district leadership, and local health officials.
4. Frequency of reporting: As often as necessary

Requirement 2: Social Distancing

Section 1: Providing social distancing at the front office and nurse station

1. Person responsible: Maxamed Ahmed (both buildings)
2. Provide social distancing floor/seating markings in waiting and reception areas. Under the new guidelines, “social distancing” has a looser definition/qualifier, “when possible.”
3. Action plan:
 - a. Elementary front office:
 - i. There will be three visitor chairs in the waiting area (only three visitors will be allowed in the waiting area/office at a time).

- ii. If more than three visitors show up at the same time, the extra persons will line up and wait for their turn to be served according to safe distancing guidelines.
 - iii. Receptionist area will have one person/family at a time with one marking 6 feet away in the area to wait. There would be a sign in the hallway indicating that the capacity in the area is 3 people waiting or being served.
- b. Elementary nurse station:
 - i. There are 2 sleeping cots and the head area of the cot closest to the hallway will be nearest the sink. The nurse will have a sneeze guard installed on her desk.
 - ii. The capacity of the nurse station is 3 people at a time. Students will be scheduled accordingly.
 - iii. The cots, chair and counter should be cleaned between uses.
 - iv. The Nurse station will not be used for assisting students with COVID – 19 symptoms. Check for symptoms before anyone enters the nurse station.
 - v. Another space will be designated for assisting students with COVID – 19 symptoms.
- c. Secondary front office:
 - i. There will be three chairs for sitting and waiting and a fourth client (parent, student, visitor, etc.) may stand at the counter with the receptionist.
 - ii. A fifth person may wait in a designated spot in the receptionist area. Anyone else will wait in the entry area waiting for a turn observing safe distancing guidelines.
 - iii. There will be a sign indicating that the maximum capacity is 6 people to be served in the receptionist area
- d. Secondary nurse station:
 - i. The nurse's station is *strictly for students who do not show COVID – 19 symptoms*. All persons entering the station will be checked for COVID – 19 symptoms.
 - ii. Only four students will be allowed at the station at any time. Therefore, those with regular medical needs will have scheduled time for visiting the nurse (Schedule will respect students' medical needs).
 - iii. A *separate quarantine space* will be created for members who have real or suspected cases of COVID - 19
 - iv. The cots, chair and counter should be cleaned between uses.

Section 2: Safe distancing and student transportation.

1. Person responsible: Maxamed Ahmed, Mrs. Abeer, Mrs. Mako, Dr. Mohamud
2. Action plan:
 - a. All students will be required to wear a mask.
 - b. No bus will transport more than its capacity
 - c. Family members will sit together.
 - d. Students will face the front of the bus.
 - e. Dismissal will be supervised by staff ensuring adequate social distancing.
 - f. Parents are encouraged to perform a temperature check before children leave home.

Section 3: Safe distancing in the classroom

1. Persons responsible: Dr. Mohamud, Mrs. Mako, Mr. Maxamed, Mrs. Abeer
2. Action plan:
 - a. Maintain three feet distance as much as possible.
 - b. Each student will have a designated seat.
 - c. Students will not leave their designated space without teacher permission.
 - d. With the exception of the iPad, exchanging utensils is completely forbidden. The iPad must be cleaned before sharing. Each student will be provided with a designated iPad (when possible). Teachers will have extra utensils that will be collected and cleaned at the end of each school day. Keep doors open to maximize air circulation.

Section 4: Safe distancing in other spaces in the two buildings

1. Person responsible:
 - a. Secondary school: Mrs. Abeer
 - b. Elementary school: Mr. Maxamed
2. Responsibility: Ensure the guidelines are being observed.
3. Action plan:
 - a. Restrooms
 - i. Five people at a time inside the restrooms in both buildings with the exception of the small restroom in the science wing of the Brewster building. There, the limit is two people at a time.
 - ii. Others should wait outside to maintain a safe distance.
 - iii. Only one person at a time in the adult restrooms.
 - b. Drinking fountain
 - i. No drinking from the fountains. Students should bring their own water bottle.
 - ii. Water bottles shall not be left at school.

- iii. Students shall put their name on their water bottle
 - iv. Water fountains will only be used to fill water bottles.
- c. Elementary Cafeteria
 - i. K – 2 will eat lunch in the cafeteria separated in a zig-zag pattern.
 - ii. Only 2 classrooms will be in there at a time.
 - iii. Other students will eat lunch in their classroom.
 - iv. All students will have breakfast in their classroom.
- d. Secondary Cafeteria:
 - i. Capacity is 45 students at a time.
 - ii. There are 3 students per round table, and 3 at each rectangle table.
 - iii. High school students will use the cafeteria space
 - iv. Middle school students will eat in their classroom.
- e. STEAM Lab
 - i. Regular use with safe social distancing and masking.
- f. Copy rooms
 - i. One person at a time at the elementary copy rooms. Others must wait outside, maintaining a safe distance.
 - ii. Each person must sanitize the copy machine after using it.
 - iii. The copy room at the Brewster building is also a staff lounge. A maximum of six persons are allowed in the room including those using the copy machine and/or waiting to use it.
 - iv. Copy machine and sitting area must be sanitized after use by the user.
- g. Elementary art room
 - i. The art teacher will go to classes.
 - ii. He will have students use supplies that students bring and art apps on iPad.
- h. Elementary library
 - i. Ms. Hasan will go to classes and read to students
 - ii. Students may request books from the library that they find on the online system.
 - iii. Books will be quarantined for a certain period between uses.
 - iv. If the plan changes, then as an alternate there will be a sneeze shield placed on Ms. Hasan's desk. We will move tables and remove some chairs from the tables.
 - v. We will have students form a line for check-out.
 - vi. 6ft spots will be marked on the floor.
 - vii. Students will line up in the hallway on marked spots when finished checking out materials.
- i. GYM and Phy. Ed. classes (both buildings):
 - i. Safe distancing and mask wearing shall be strongly enforced.

- j. Public spaces
 - i. The Circle at the Elementary building is off limits.
 - ii. The study area in front of the chemistry lab in the Brewster building: No more than eight people at a time. Safe distancing and mask wearing shall be strongly enforced.
 - iii. The Commons at the second floor of the Brewster building. No more than 20 people at a time. Safe distancing and mask wearing shall be strongly enforced.
- k. Elementary prayer room: Four males and four females wearing masks.
- l. Secondary prayer room: Admittance will be managed by the Citizenship staff. Safe distancing and mask wearing shall be strongly enforced.
- m. All of the above spaces shall be regularly sanitized.

Section 5: Safe distancing during student arrival and dismissal

1. Person responsible:
 - a. Secondary school: Mrs. Abeer
 - b. Elementary school: Mr. Maxamed
2. Responsibility: Ensure the guidelines are being observed.
3. Arrival Action Plan:
 - a. Both schools – dismiss one bus at a time.
 - b. Staff will be assigned to monitor areas where students tend to congregate.
 - c. Students must go straight to class after being released from the bus.
 - d. Students will not go to lockers and restrooms with the exception of emergency situations.
 - e. NO student shall be dropped off before 6:45 am. Parents with extraordinary situations must seek permission from the school to drop-off students early. Such students will have to report to a designated space where supervision will be provided.
 - f. Elementary - All K-1 TA's will be stationed in the classroom to assist teachers to receive students. All other TA's will be stationed in designated areas to monitor and assist with arrival. Some TAs will have modified schedules to assist with students who arrive early. The Admin staff will identify people to monitor arrivals and create assignments.
 - g. Secondary - All TA's will be stationed in designated areas to monitor and assist with arrival. The Admin staff will identify people to monitor arrivals.
4. Dismissal Action Plan:
 - a. Elementary:
 - i. The parking lot to the east of the building will be reserved for parents.
 - ii. Students awaiting parent pick up will wait in the cafeteria

- iii. Parents must call the front desk to notify them that they are in the parking lot and to send students.
 - iv. If a parent comes before the bus dismissal time, they will wait in their car and notify the front office that they are there to pick up their children. A staff member will walk children to the car.
 - v. During bus dismissal time, a staff member will walk the children to the parent in the parking lot.
- b. Secondary pick-up -
 - i. Parents must call the front desk to notify them that they are in the parking lot and to send students.
 - ii. If a bus is running late, students will stay in their classroom.
 - iii. If a bus is running late and it is past the end of the teachers day, then the teacher will walk students to the cafeteria and students will wait there with a staff member designated by the Admin team

Section 6: Nonessential, parents, visitors, volunteers, and activities involving external groups or organizations will be restricted.

1. Persons responsible: Samuel Yigzaw, Maxamed Ahmed, Abdulcadir Mohamud, Laurie Mako
 - a. All visitors must have appointments prior to coming to the school. There will be a designated area for parents who show up without appointment provided that their visit is to meet with a school personal concerning their student.
 - b. After School program – as much as possible, after school tutorials will be virtual.
 - c. Secondary clubs - Must be approved by the Administration. (Must have approved COVID -19 safety protocol in place)
 - d. Title 1 - Will be in-person.
 - e. Scouts –Will be in Person.
 - f. Weekend Dugsi – Dependent on COVID situation.
 - g. Other events – TBD
 - h. Math night and Literacy night – Will be in-person.

Section 7: Safe distancing in the Cafeteria

1. Person responsible: Sharon Cornely, Maxamed Ahmed, Abdulcadir Mohamud, Laurie Mako, Abeer Aburia
2. Action plan:
 - a. All meals will be prepackaged
 - b. There will be no food serving lines. Prepackaged meals will be delivered to individual students (both in the cafeteria and in the classroom).
 - c. The use of common/sharing containers in the cafeteria will be discontinued

- d. Meal counts will be taken manually (by teacher) and entered into JMC by cafeteria staff.

Requirement 3: Face Covering

Section 1: Staff shall wear face mask at all times.

1. Persons responsible: Sharon Cornely, Maxamed Ahmed, Abdulcadir Mohamud, Laurie Mako, Abeer Aburia

Section 2: Maintain a supply of cloth face coverings and/or face shields available for staff and students who forget to bring their own.

1. Person responsible: Sharon Cornely, Abeer Aburia
2. Action plan:
 - a. The school will maintain an adequate supply of face masks and other resources essential for controlling the spread of COVID-19.
 - b. Teachers and supervisors will be provided with extra face masks to issue to students and staff who may arrive without one.
 - c. The school reserves its right to charge for masks and other protective equipment.
 - d. School, specifically supervisors, will share new data, information, and guidelines on prevention of COVID-19 with their staff whenever they are issued by CDC and MDH
 - e. Ms. Cornely will manage supplies.
 - f. As students enter the building, they should be monitored for face covering. Those who arrive without a face mask will be provided with one unless there is a valid reason for not wearing a mask.

Section 3: Face covering, students.

1. Person responsible: Sharon Cornely, Maxamed Ahmed, Abdulcadir Mohamud, Laurie Mako, Abeer Aburia
2. Responsibility:
 - a. Students (especially older students in grades 6 or higher) should wear cloth face coverings and/or face shields as much as possible throughout the day.
 - b. Cloth face coverings or face shields may be considered for younger students if it is determined they can reliably wear, remove, and handle them following CDC guidance.
3. Action Plan:
 - a. Students in both buildings will be required to wear face masks. Exceptions can be Kindergarten students and students with valid medical reasons.

- b. Elementary teachers must educate their students how to reliably wear, remove, and handle masks according to CDC guidelines.
- c. Students must bring their own face masks.
- d. Teachers must maintain adequate supply of PPEs for emergencies. (The school will supply them).
- e. Hand sanitizer should also be readily available and used liberally when handing out and or removing face coverings
- f. Appropriate Citizenship policies may be applied if students refuse to cooperate with this requirement.
 - i. Action may include attending mandatory training on COVID-19 protection.
 - ii. Repeated offenders may be isolated from their peers

Requirement 4: Protecting Vulnerable Populations

The CDC considers the following individuals to be at high risk for severe illness due to COVID-19:

- Are 65 years and older
- Have underlying medical conditions, particularly if not well-controlled, including:
 - Chronic lung disease or moderate to severe asthma
 - Serious heart conditions
 - Compromised immune system
 - Severe obesity (body mass index of 40 or higher)
 - Diabetes
 - Chronic kidney disease undergoing dialysis
 - Liver disease
 - Hemoglobin disorder

Section 1: Create a process for students/families and staff to self-identify as high risk for illness due to COVID-19.

1. Person responsible: Samuel Yigzaw, Sharon Cornely
2. Action plan:
 - a. If you have any of the above conditions, report by phone at 651 645 1000, ext. 104 or by email at sharon@hgacademy.org
 - b. Review existing records (employee - Ms. Cornely, student files - nurse).
 - c. Report in person: to -Sharon Cornely, sharon@hgacademy.org, 6516451000 ext. 104. Information needed: Name, grade (if student), duty (if staff), risk condition (e.g., hypertension, obesity, diabetes, etc.), tel. number
 - d. Maintain records: Ms. Cornely and school nurse

Section 2: Have a plan in place to address requests for alternative learning arrangements or work reassignments.

1. Person responsible: Samuel Yigzaw, Sharon Cornely
2. Action plan
 - a. Distance learning (students)
 - b. Flexible scheduling (students)
 - c. COVID positive teachers may continue to teach from home during quarantine.

Section 3: Evaluate all current plans (e.g., Individual Healthcare Plans, Individualized Education Plans or 504 Plans) for accommodating students with special health care needs and update as needed to decrease their risk for exposure to COVID-19

1. Persons responsible:
 - a. For Healthcare plans: Nurse
 - b. For a student with an IEP: IEP Team
2. Action plan:
 - a. Every student in the Elementary and Secondary school will be asked to provide an updated/current health form for 2021-22 prior to beginning the school year in accordance with Minnesota Statute & Chapter 144.29.
 - b. **If a high risk condition exists:** Parents are asked to provide an updated health form as soon as possible with any updates from the child's health care provider to optimize safety and provide accommodations within the in-person and hybrid learning environment.
 - c. **If a student is being advised to distance learn because of a high risk condition by their physician or by a request of parents** - An alternative Distance Learning plan will be developed.
 - d. Teachers will be informed as needed

Section 4: Offer distance learning to enrolled students who may be medically vulnerable

1. Person responsible:
 - a. Laurie Mako & Abdulcadir Mohamud for general education students
 - b. Kelly Dietrich for Special Ed students
 - c. Cheryle Melander for EL students.
2. Action plan:
 - a. Requests will be made to the building principal.
 - b. Coordinator(s) for resource distribution will be assigned to make arrangements
 - c. Teachers will be notified.

- d. Appropriate resources will be arranged and distributed (ie Schoology, distribute text/technology/paper resources/support services/staff/food/delivery of resources)

Requirement 5: Hygiene Practices

Section 1: Develop processes to frequently check and refill supplies at the point of use (e.g., hand sanitizer available near shared equipment, hand sanitizer near school building entrances/exits, etc.).

1. Person responsible: Maxamed Ahmed, Sharon Cornely & Abeer Aburia
2. Action Plan:
3. Hand sanitizer dispensers will be provided in:
 - a. Each classroom
 - b. Labs (STEAM, Chem.)
 - c. Front office & reception areas
 - d. Nurses offices
 - e. Cafeterias
 - f. Meal prep areas
 - g. Gym
 - h. Shared equipment areas
 - i. Other multi-purpose rooms as identified
 - j. Ensure hand sanitizer stations are beyond the reach of young children (to avoid ingestion)
4. Provide disinfecting wipe containers and disposable vinyl glove supplies in:
 - a. Classrooms
 - b. Labs
 - c. Shared equipment areas
5. Mount CDC approved and other state recommended signage on Covid19 prevention hygiene practices adjacent to each hand sanitizer dispenser, in classrooms, labs and other common gathering places.
6. Maintain a supply of 60% alcohol hand sanitizers, disinfecting wipes and vinyl gloves and procure before peak demand for these products occurs in the Fall
7. Check sanitizer levels daily and refill as necessary
8. Notify Mr. Maxamed, Ms. Cornely or Mrs. Abeer if a dispenser is empty

Section 2: Supervise the use of hand sanitizer by students

1. Person Responsible: Laurie Mako, Maxamed Ahmed, Abdulkadir Mohamud, and Abeer Aburia
2. Action plan:
 - a. Train younger students on proper use of hand sanitizer and hand washing

- b. Order/Prepare and post educational materials
- c. Correct any misuse in progress
- d. Report any misuse or other unhealthy patterns to the Health Office

Section 3: Ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.

- 1. Person responsible: Sharon Cornely
- 2. Action plan:
 - a. Identify students with allergies
 - b. Notify appropriate person/teacher when cases exist
 - c. Place CDC or other state recommended signage adjacent to all sanitizer dispensers with a phone number and/or email address to alert the HGA health office of any sensitivities to hand sanitizer.
 - d. Develop a follow-up plan for each student on a case by case basis
 - e. Ensure parents are notified if a student self-reports their sensitivity.

Section 4: Procure hypoallergenic soap for individuals that are sensitive to hand sanitizer or other soaps

- 1. Person responsible: Sharon Cornely
- 2. Action Plan:
 - a. Procure hypoallergenic soap for individuals that are sensitive to hand sanitizer or other soaps

Section 5: Reinforce hand washing/sanitizing during key times including but not limited to, arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people.

- 1. Person responsible: Laurie Mako, Abdulcadir Mohamud, Bob Andersen
- 2. Action plan:
 - a. Place CDC or other state recommended signage adjacent to all sinks, hallways, classrooms, etc.
 - b. Engage teachers to reinforce the importance of hand washing, when to wash hands and proper handwashing techniques
 - c. Engage parents to reinforce the importance of hand washing, when to wash hands and proper handwashing techniques
 - d. Develop and post electronic Covid-19 learning materials, activities and resources on Schoology
 - e. Consider project based assignments for higher grades and science courses.
 - f. Consider gamifying learning activities for younger learners

Section 6: Use media, posters, and other tactics to promote health etiquette expectations in highly visible locations.

1. Person responsible: Sharon Cornely, Bob Andersen
2. Action plan
 - a. Develop a Covid-19 media plan
 - i. Identify CDC and other state recommended Covid-19 resources
 - ii. Identify a schedule to update and/or rotate media
 - b. Mount Covid-19 learning materials at all entrances, key gathering locations and high traffic areas
 - c. Post electronic Covid-19 learning materials on Schoology and webpage
 - d. Rotate/update the physically mounted materials and update electronic materials on a regular basis encourage ongoing engagement

Requirement 6: Cleaning and Materials Handling

Section 1: Establish a schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day using EPA-approved disinfectant for SARS-CoV-2

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19 Increase the frequency of disinfection during high-activity periods during the school day.

Front Desk:

1. Person responsible: Maxamed Ahmed, Abeer Aburia
2. Action plan:
 - a. Door handles and counters shall be cleaned after every visitor leaves the area.
 - b. Stop using clipboard (external users)
 - c. Secure a large quantity of pens. Prepare two pen containers: Label one of them “for clean pens” and the other “for used pens”. Regularly clean used pens and put them back with the clean pens.
 - d. Clean the counter after a person leaves the area.

Rest rooms:

1. Person responsible: Laurie Mako, Abdulcadir Mohamud
2. Action plan:
 - a. There will be a restroom schedule (kindergarten, adult, and other rest rooms).
 - b. There will be a restroom cleaning schedule

Nurses station:

1. Person responsible:
 - a. Marshall site: Sharon Cornely
 - b. Brewster: Abeer Aburia
2. Action plan:
 - a. No one with a suspected or real COVID-19 case shall enter the nurse's station.
 - b. Clean and disinfect all surfaces that are contacted/touched, after the person leaves.
 - c. Only use wipes when others are present.
 - d. Use spray disinfectant when no one is present.
 - e. Except for emergency situations, students who regularly use the nurse's station should have a daily visit schedule that meets their needs.

Information Technology:

1. Person responsible: Maxamed Ahmed
2. Action plan:
 - a. Provide individual iPads (as much as possible); stop sharing devices
 - b. Any shared devices like scanners, copiers, etc. will be wiped down after use.
 - c. Making disinfecting materials available next to shared devices.
 - d. Post COVID – 19 education materials will be posted next to shared devices.

Cafeteria:

1. Person responsible:
 - a. Marshall site: Sharon Cornely
 - b. Brewster site: Abeer Aburia
2. Action plan:
 - a. Clean and disinfect cafeteria tables and chairs after every use.
 - b. Keep cafeteria doors open to avoid touching by many individuals.
 - c. Make hand sanitizers available at various places in the cafeteria.

Classrooms

1. Person responsible: Maxamed Ahmed, Laurie Mako, Abdulcadir Mohamud, Abeer Aburia
2. Action plan:
 - a. At the end of day, all surfaces i.e., desk, chairs, computers, door knobs, etc. will be cleaned thoroughly.
 - b. The entire school will be deep cleaned once a week.
 - c. Teachers will be provided with disinfecting wipes and hand sanitizers.
 - d. Students will stay in their assigned areas as much as possible

Section 2: Do not use cleaning products near children. Staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Securely store products away from children.

1. Person responsible: All supervisors
2. Action plan
 - a. Staff will not use any disinfecting sprays, when children are present or have them out and accessible to children. These items must be kept out of reach of children.
 - b. Janitor closets must be locked at all times so that children are safe.

Section 3: Avoid sharing electronic devices, books, toys, and other games or learning aids when possible, and ensure cleaning between uses.

1. Person responsible: Laurie Mako & Abdulcadir Mohamud
2. Action plan:
 - a. Every child will be provided with personal devices including text books and other resources.
 - b. Only one locker, hook or cubby per student.
 - c. If under rare circumstances manipulatives, devices, and other resources are to be shared, they shall be cleaned with a disinfecting spray before being shared.
 - d. Toys will not be allowed. If a toy is brought to school by a student, it will be taken away and put in their backpack until the end of day. Parents will be called and asked to remove toys from their student's backpacks.
 - e. Hall, restroom, and nurse passes must be one time use and thrown away when finished to avoid passing germs.
 - f. Students will be allowed to use the playground for recess. A face mask shall be worn.

Section 4: Have students keep personal items in individually labeled cubbies, containers, desks, or lockers.

1. Person responsible: Laurie Mako & Abdulcadir Mohamud
2. Action plan:
 - a. Each student will have designated cubby
 - b. Students will be required to have their own personal refillable water bottle, face masks, headphones, pencils, markers, crayons, erasers, scissors, pencil pouch, notebooks and other school supplies with student names on them.
 - c. Only the teacher will use the classroom pencil sharpener. Teacher will wear a glove to sharpen pencils or touch pencils. Mechanical pencils are recommended for middle school and high school students.

- d. Install metal hooks in classrooms or hallways depending on the space in collaboration with teachers. These should be put up outside of room 130, 132, 208 and 213.

Requirement 7: Monitoring and Excluding for Illness

Section 1: Educate staff, students, and families about the signs and symptoms of COVID-19, and when they/their children should stay home and when they can return to school

1. Person responsible: Laurie Mako, Abdulcadir Mohamud, Bob Andersen, Sheikh Abdirahman
2. Action Plan:
 - a. Educate staff, students, and families about the signs and symptoms of COVID-19, and when they/their children should stay home and when they can return to school
 - b. All COVID 19 education will be guided by MDH & CDC guidelines
 - c. [MDH & CDC guidelines for identifying symptoms and guiding actions](#) will be posted on the school web page. Similarly, guidelines and advice will be posted on Schoology, provided in scripted robo-calls, made during followup home calls, and communicated in mailed letters. This information will include school procedures.
 - d. Use as many of the following options for educating staff, students, and families: webinars, Q&A sections, community leaders webinar, provide links to MDE, MDH and CDC resources, a Hot-Line for call in inquiries, routinely post COVID updates on the HGA web page
 - e. Communication is provided in multiple languages - i.e. Oromo, Somali and English
 - f. MDH Decision Tree & CDC guidelines training are provided for all staff and teachers during PD week

Section 2: Students and staff who tested positive for COVID-19

1. Person responsible: Sharon Cornely & Abeer Aburia
2. Action plan:
 - a. Communicate with the school that you have tested positive for COVID-19
 - b. Begin isolation (for 5 days).
 - c. Return to school/work if you become asymptomatic after 5 days and no fever for 24 hours
 - d. Individuals must get tested.
 - e. Notify the school when you are ready to return
 - f. A face mask must be worn upon return to school

- g. School responsibility: inform stakeholders with interest to know (parents, staff, and students).

Section 3: Students and staff who received negative test results for COVID-19.

1. Return to Work/No isolation
2. Provide documentation of COVID-19 negative test results to Sharon Cornely.

Section 4: Students and staff who recently had close contact with a person with COVID-19 (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period):

1. Do not quarantine if you have been fully vaccinated, unless you have [symptoms](#) (fever during a 24 hours time period).
2. Get tested 5-7 days after your exposure, even if you don't have symptoms, wear a mask indoors in public for 14 days following exposure or until their test result is negative.

Section 5: Students and staff who are UNVACCINATED or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted and recently had close contact with a person with COVID-19 (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period):

1. Quarantine for 5 days.
2. Upon return, must wear a mask at all times
3. Get tested.

Section 6: Establish action steps to care for students and/or staff who arrive ill and do not pass screening.

1. Person responsible:
 - a. Marshall site: Maxamed Ahmed
 - b. Brewster: Abeer Aburia
2. Action plan:
 - a. Student/staff arriving ill will be moved to room C (Marshall building) or a designated area (Brewster building).
 - b. Maxamed Ahmed or Abeer Aburia will be called to develop a triage plan and to communicate the concern to appropriate school personnel
 - c. If a suspected case is a student, parents will be notified that their child is showing COVID-19 symptoms or is exposed to COVID-19.
 - d. Student/teacher will remain in an isolated space until the parent comes to get them
 - e. Alternative return home transportation can be arranged.
 - f. A designated individual will escort student/staff to designated door; home quarantine will begin

- g. Communication procedures begin with all appropriate stakeholders.
 - i. Student's teacher/s will be notified
 - ii. If the suspected case is a student, the teacher will switch student to distance learning mode
 - iii. If the suspected case is a teacher, the teacher will quarantine and begin distance teaching if s/he is not too sick.

Section 6: Develop plans for backfilling positions of employees on sick leave and consider cross-training opportunities to allow for changes of staff duties as needed

- 1. Person responsible: All supervisors
- 2. Action plan:
 - a. In case of emergency, all staff personnel, including administrators will substitute for teachers who may not be available for teaching
 - b. Teachers/staff on sick leave due to causes that are not COVID-19 related may be called back depending the severity of their condition.
 - c. Teachers with COVID-19 may still be asked to offer distance learning provided that their situation allows it.
 - d. Teachers who miss work due to COVID-19 and are unable to offer distance learning, may be asked to provide compensatory education to their students when they get better and return to work, if needed.
 - e. If the number of teachers who are out due to COVID-19 meets or exceeds the threshold HGA may switch to the appropriate mode of instruction.

Section 7: Temperature screening for all individuals entering the school facility or boarding a school transportation vehicle

- 1. Temperature checks at school building entrances are no longer required. Temperature checks will be carried out only if a student or a teacher is not feeling well and showing other signs of COVID-19.

Section 8: Establish and enforce sick policies to prevent the spread of disease.

- 1. Persons responsible for Staff: Samuel Yigzaw, Sharon Cornely
- 2. Staff Action plan
 - a. The HGA standard five sick days per school year plus two personal days per school year policy remains in place
 - b. HGA has a short-term disability policy. Therefore, an employee who has exhausted his/her sick days and personal days and misses work due to COVID-19, he/she will have to apply for short-term disability benefits. The personnel affairs office will assist with the application process.

- c. Staff will communicate with school (call 651 645 1000 ext. 122) and follow sickness related guidelines, and quarantine guidelines set by the CDC and MDH with return criteria procedures
 - d. If the teacher is healthy enough to teach from home, he/she will begin teaching using distance learning and follow all requirements of MDE and HGA for distance learning to ensure students keep learning.
 - e. Will return to work after testing negative for COVID-19 or with a note from a doctor to return to work.
3. Person responsible for Students: Laurie Mako & Abdulcadir Mohamud
4. Student Action plan
- a. Depending on their condition, students will distance learn
 - b. For those in quarantine, participation in learning i.e., with flexible scheduling will replace “days-in-attendance” for attendance purposes.
 - c. The MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (PDF)
www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf to determine who must stay home and when staff or students may return