



Northern Lights Academy Cooperative #6096-52  
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## **Northern Lights Academy Cooperative (NLA) #6096-52 Safe Learning Plan for 2020-2021**

### **NLA Families and Staff,**

This plan has been created for our school, in order for the NLA to be able to provide a safe learning experience for all during the 2020-21 school year, in the midst of a global pandemic. Information and guidance from our great state of Minnesota has led our work, to ensure the safety of every student and staff member of the NLA. My hope is that this plan addresses all that comes our way, and we'll address and adjust where it doesn't. I am looking forward to a productive and healthy 2020-2021 school year!

**Dena Hagen**  
**Director of Special Education**

## **Introduction:**

On June 18th, the Minnesota Department of Education (MDE) and the Minnesota Department of Health (MDH) released the *Guidance for Minnesota Public Schools: 2020-2021 School Year Planning* (from MDE) and the *2020-2021 Planning Guide for Schools* (from MDH). These guides established requirements and recommendations for schools in safeguarding student and public health for the coming school year. These guides also established **three** scenarios under which education will be provided during the coming school year. This document is dedicated to outlining the NLA's operational plan for meeting the requirements for each of the following scenarios.

- 1. Scenario 1 - In-person learning for all students**
- 2. Scenario 2 - Hybrid learning - This is defined by the state as "classes in which some traditional face-to-face instruction has been replaced by distance learning activities". In practice this scenario is a mix of traditional in-person learning and distance learning.**
- 3. Scenario 3 - Distance learning only - a new and improved version of distance learning.**

The point of contact for all information, questions, concerns and other things that may arise due to COVID - 19 for the Northern Lights Academy Cooperative is the **NLA Assistant Special Education Director, Barb Mackey**. Her contact information is:

**Office Location: 302 14th St. Cloquet MN 55720**

**Office Phone: 218-878-3060**

**Email: [bmackey@nlacoop.org](mailto:bmackey@nlacoop.org)**

**After hours emergency google voice number: 218-451-2134. (Please leave a message and Ms. Mackey will return your call as soon as it is possible.)**

## **NLA 2020-2021 School Year Plan Development Team**

- Dena Hagen                      Director of Special Education
- Barb Mackey                    Assistant Special Education Director/Administrator for NLA
- Lesa Dalbec                     NLA School Social Worker
- Emily Brown                    NLA Special Education Teacher
- Morgan Warbalow             NLA Special Education Teacher
- Caleb Komarek                NLA Special Education Teacher
- Tisha Warbalow                NLA Head Secretary
- Dylan Carlson                 Cloquet Building and Grounds Director
- Cheryl Metcalf                NLA School Nurse Supervisor
- Our Savior's Team             addressed site specific information for the classroom located at Our Savior' site
- NLA Paraprofessionals
- Parents/Guardians of students enrolled at NLA through phone conversations with NLA Administrator and the NLA School Social Worker

**The following training for the NLA 2020-2021 School Year Plan including the three scenarios will be provided to:**

- NLA School Staff
  - Currently known COVID-19 Facts
  - Overview of the Custodial Cleaning
  - Receiving Items from Home
  - NLA 2020-2021 School Year Plan
  - Identifying Symptomatic Students
  - Screening Yourself
  - Use of Face Shields and Cloth Masks
- NLA Students
  - NLA 2020-2021 School Year Plan
  - Transferring Items To and From School
  - Health and Safety protocols included in the School Year Plan
  - Use of Chromebooks and digital activities/ curriculum
- Parents/Guardians of Students Enrolled at NLA
  - NLA 2020-2021 School Year Plan
  - Transferring Items from Home to School
  - Scheduling Changes
  - How to Screen/What to Screen For
  - Use of Technology
- Custodial and Maintenance Staff for All Sites
  - Currently know COVID-19 Facts
  - Cleaning Methods and Schedule
  - Employee Right-to-Know
  - Personal Protective Equipment
  - Identifying Symptomatic Students
  - Screening Yourself
- Transportation
  - Each referring district is conducting their own training related to COVID-19 procedures

## **Equitable Practices**

The priority of the Northern Lights Academy is to provide equitable educational services for any student who is enrolled in the Northern Lights Academy. Each student has been placed at the NLA by an IEP team decision and receives special education services. IEP services are delivered based on decisions made by the IEP team decision and each student's needs which were identified in the special education evaluation.

Students receiving services at the NLA will have equitable access to programming regardless of which plan is in use in order to make progress on individual IEP goals and objectives, as well as grade level standards. Details on how the plans will be implemented for each student are included in his/her IEP under the section title "Contingency Plans."

## **Specific Student Group Information**

- **Students Receiving Special Education Services:** The Northern Lights Academy is following the guidance from the MN Dept of Education regarding special education services. The Northern Lights Academy is a level IV special education school and all students have an IEP-Individual Education Plan. There is a section of the IEP labeled, "Contingency Plans" which provides details of how NLA will provide the services the student needs based on each different plan (in-person, hybrid, and distance learning).
- **English Learners:** The Northern Lights Academy is following the guidance from the MN Dept of Education regarding English Learners. The school district remains responsible for educating English learners. At the present time, the NLA does not have any English learners.
- **American Indian Students:** The Northern Lights Academy continues efforts to stay connected and foster positive relationships with the American Indian students enrolled in the NLA. The Indian Education Director for the Cloquet School District assists staff at the NLA to provide school services to American Indian students in a collaborative and equitable manner. When an issue arises, the Indian Education Director assists NLA in solving the issue.
- **Students Experiencing Homelessness or Housing Instability:** The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Students Experiencing Homelessness and Housing Instability. NLA student's special education teacher will continue to be in daily contact (phone, email, virtual meetings) with each student and his/her parents/guardians. The teacher will gather information from a parent/guardian if there is a change in a student's housing situation. This information will be reported to the NLA District Homeless Liaison who will follow the NLA Families in Transition plan. If there is a concern that a student may be homeless or experiencing housing instability and the special education teacher is not able to reach a parent, the NLA administration will contact other supports to assist with contacting parents/guardians. Other supports may include: Indian Home School Liaisons, resident/referring district administration, county health and human services, etc. All efforts to follow the NLA Families in Transition Plan will be documented by the NLA District Homeless Liaison and NLA administration.
- **Migrant Students:** The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Migrant Students. The school district remains responsible for educating all students, including migrant students. At the present time, the NLA does not have any Migrant Students.

## **Tribal Considerations**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding Tribal Considerations.

NLA Administration has consulted with the Director of Indian Education of the Cloquet School District regarding the NLA 2020-2021 School Year Plan.

The Director of Indian Education shared that a staff member from the Indian Education Services for Cloquet will be available to assist with American Indian students throughout the ESY Hybrid or Distance Learning when needs arise. The Indian Education staff is available to contact students and parents/guardians, encourage students to engage in learning activities, check in on mental health, assist when a child experiences home instability, and other possible ways. The NLA special education teachers will have regular contact with the Indian Education staff member in order to prevent any issues or to solve issues as soon as possible.

## **Student Relationships/Connections**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding student relationships and connections. The staff at NLA routinely use the information from the Search Institute's developmental relationship framework which details the five aspects which are known to promote relationships (express care, challenge growth, provide support, share power, and expand possibilities). Staff use the following strategies to strengthen the relationships and connections they have with students:

- **Greeting students as they enter**
- **Check in with how students are and what they have been doing**
- **Work together to develop meaningful learning tasks to do which address curriculum standards and IEP goals/objectives**
- **Use games to foster social skills**
- **Ask how they are doing on the assigned tasks and help them complete the work if needed**
- **Use the preferred method of daily contact consistently, but be willing to change it if the student or student's family need it to be changed**

## **Scenario 1: In-Person Learning for All Students**

In this scenario, schools will provide in-person learning for all students following increased safety guidelines to help minimize the transmission of COVID-19. Safety protocol will meet the requirements set forth by the Minnesota Department of Health. For more information regarding those protocols and education plan under this scenario, please review the following information.

### **Health and Safety Expectations**

- **Social Distancing and Minimizing Exposure**
  - Upon arrival at school, students will enter and walk to the NLA hallway to participate in the health screening. Students will be reminded to keep social distancing and to stand and wait at the proper markings.
  - At departure times, students will remain in the classroom until their vehicle is called. At which time, they will be escorted to the vehicle with reminders to continue social distancing. Students will be sent home with a disposable face covering if they did not bring one.
    - A paraprofessional will be at the door and radio to the office when each vehicle arrives. An all call will be made to announce the arrival of each vehicle. Students will be escorted to the vehicle by staff when they hear the announcement for their specific transportation.
  - Social distancing floor/seating markings in hallways and classrooms will be put on the floor and other areas to provide visual reminders of the 6 feet recommendation.
  - Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted.
  - Parents/guardians dropping off and/or picking up a child will be asked to call when they arrive and the student will be brought to them instead of them coming into the building to sign their child out of school. School staff will document the pickup and drop off of students instead of the parent.
    - If the parent/guardian does not have a phone to make the phone call to drop off or pick up a child at the Garfield location, they will buzz in to the building. They will announce they are here to drop off or pick up their child. The parent/guardian will wait for an NLA staff member to meet them at the door to allow the student entrance or if they are picking up a child, they will then return to their vehicle to wait for the child to be brought to them. The person who answers the door buzzer will notify the Head Secretary with a message about who is at the door. The Head Secretary or other NLA staff will go to the door and address the need of the parent/guardian.
    - At the Our Savior's location, the parent or guardian will ring the doorbell and wait for an NLA staff to answer the door. If a child is getting dropped off, NLA staff will allow access to the student. If the parent/guardian is picking up a child, they will be asked to wait outside the door and NLA staff will have the student go to him/her.
  - See transportation information for social distancing information on transportation.
  - Breakfast and lunch will be provided at the student's work space in order to maintain social distancing. Meals, snacks, and beverages served at school will be individually packaged, wherever possible. Where individual packaging is not possible, food and

beverages must be served directly to students. As always, the safety of children with food allergies will be ensured.

- Visual aids will be used to illustrate appropriate spacing and traffic flow throughout the school building (e.g., designating hallways or entrances as one-way and posting directional reminders on the walls and/or floor).
- Frequent reminders will be provided for students and staff to stay at least 6 feet apart from one another when feasible.
- A gate will be used at the entry of the office to provide for the protection of the office staff. Any NLA staff, students or other persons needing something will stop at the gate and make their request. The office staff will handle the request due to the small space in the office. During before school and after school time, if an NLA staff member needs to access something in the office, he or she may enter the office one person at a time. This is in addition to the Head secretary and the administrator.

- **Health Screening Upon Arrival**

- **Staff member:**
  - Each staff member will be provided with training regarding the new Sign IN/OUT protocols which include health screening. Staff members will sign off that they have received materials and training about the new Sign In/Out Protocols.
  - A list of the health screening questions which are required to be reviewed prior to coming to work each day will be given to each staff member to take home as a reminder of what they need to do each day prior to coming to work.
  - A staff member will "sign off" stating he/she is symptom free and has reviewed the information when he/she enters the building using his/her fob. If the staff member brings anyone into the building with them, they are required to complete the screening and sign off on the clipboard located in the office. The fob systems track those that are coming into the building so we can use that data as well if we need to contact trace. All Cloquet staff have fobs and are tracked using the fob information.
  - When a staff member is unable to use a FOB to sign in, he/she will sign in using the google form found on a chromebook or other device in the office.
- **Students:**
  - Student health screening will be conducted by the NLA LPN or other trained staff members.
  - When the student enters the building, his/her temperature will be taken and he/she will be observed for any of the other symptoms.
  - If the student is symptom free, the student will be sent to class.
  - If symptoms are observed, he/she will be escorted to the health area located in the lobby by door #2 in Site 1, into the purple room at Site #2 and to the health area in Site #3 for further evaluation and parent/guardian contact.
- Routine other agency workers entering the NLA to conduct scheduled activities/tasks:

- All routine other agency workers entering the NLA are required to wear cloth masks throughout their visit at the NLA. If they do not have one, a disposable one will be provided prior to entering the building.
- Each worker will report to the office door and request to sign in.
- Each worker will be expected to have his/her temperature taken, review the health screening questions and will complete the digital sign in form which will be accessed on the computer/ipad located at the office. NLA staff will direct the person in how to use the digital form.
- If they are meeting with someone, information regarding which staff and students they were in contact with will also be logged on the sign in form.
- Each person will also document time of departure from the building by submitting another digital form.
- The student the person is seeing will be brought to the worker. When the worker is done, the person needs to wait by the door until NLA staff return the student to his/her classroom.
- Parents/guardians:
  - All parents/guardians entering the NLA are required to wear cloth masks throughout their visit at the NLA. If they do not have one, a disposable one will be provided prior to entering the building.
  - Parents/guardians will be encouraged to pick up and drop off students without entering the building.
  - If there is a need for them to enter the building, they will be required to review the health screening information, have their temperature taken and complete the sign in and out sheet located on the clipboard in the office.
- 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
- Parents/guardians can request distance learning at any time if they feel uncomfortable with their student attending in person programming or if the student and/or the family has been exposed to or been diagnosed with/tested positive for covid-19. If a student is experiencing symptoms, the parents/guardians may also request distance learning for the duration of the symptoms.
- Nursing staff will work with parents to 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. Training will be provided to school staff regarding the accommodations necessary for reducing the risk for a student. Training will be documented and shared with parents/guardians.

- NLA staff are provided with protective face coverings and shields. Classrooms are also stocked with hand sanitizer and the recommended bleach solution for disinfecting surfaces.
- NLA staff were provided with opportunities to ask questions regarding the plans for each scenario. They also have received communications from NLA and from Cloquet Public Schools (Cloquet holds the contracts for all NLA staff) with information regarding the upcoming school year and COVID-19. Staff have been and will continue to be encouraged to talk with the NLA administration and/or with the staff member's unit to discuss possible accommodations (if needed) and/or options within their contract.
- Employees with underlying conditions detailed in the guidance from the CDC will need to secure a doctor's note and consult with the NLA administration to determine reasonable accommodations for their particular needs.

- **Face Coverings and Shields**

- Staff and students are required to wear cloth face coverings and/or face shields throughout the day.
- Staff will be provided with 2 cloth masks and a face shield for their use. They also will be provided with training materials for their use and cleaning/disinfecting.
- Students will be provided with cloth masks for use each day and training on how to use them. Students will be given one in the morning and one for the afternoon. If a student needs another cloth mask, they will receive another one or they will receive a disposable mask.
- All cloth masks will be washed daily.
- Cloth face coverings should not be placed on:
  - Anyone who has trouble breathing or is unconscious.
  - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
  - Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

- **Hygiene Practices**

- **Hygiene Supplies**
  - NLA staff will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used. Soap and paper towels are located at each sink. Hand sanitizer is located in each classroom and in the office. Each classroom and the office are also equipped with disinfectant wipes and/or bleach solution and paper towels for cleaning surfaces. NLA staff are trained in the use of both the wipes and the bleach solution.
  - The NLA Head Secretary maintains the inventory of all appropriate supplies and is responsible for ordering supplies in a timely manner to ensure there are adequate supplies on hand.
  - Hand sanitizer is located at the entrances of the building which staff and

students use. The building custodial staff is responsible for maintaining an adequate supply each day, however, if staff notice supplies are low, they are responsible for notifying the NLA Head Secretary. If notified, the Head Secretary will follow up with the custodial staff to get the supplies replenished.

- Hand washing
  - NLA staff will build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities.
  - NLA staff will teach, practice and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
- NLA staff will supervise the use of hand sanitizer by students.
- NLA staff will ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.
- NLA staff will reinforce hand washing by staff and students 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
- Media, posters, and other tactics will be used to promote health etiquette expectations in highly visible locations.

- **Cleaning and Disinfecting**

- A schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day will be implemented by NLA staff and contracted custodial staff (Site #1 - Cloquet custodial staff, Site #2 - Our Savior's custodial staff, Site #3 - Proctor custodial staff).
  - NLA staff will use disinfectant wipes and the bleach solution in order to clean desks, chairs and tables as necessary throughout the school day.
  - Custodial staff will use disinfectant materials to
- Staff will not use cleaning products near children. Staff will ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Cleaning and disinfecting products will be stored safely away from children.

- **Materials Handling**

- Each student will have an individual kit with the materials and supplies they need to complete assigned tasks and activities each day. This kit will include individual use sensory tools, also. Kits will be kept in individualized bins labeled with their name.
- Each staff member will have an individual kit with the materials and supplies they need to complete assigned tasks and activities each day. Staff kits will be labeled with their name and kept in a convenient location for their use.
- Students and staff will each be assigned an electronic device in which to complete online activities and required paperwork. Devices will not be shared. When staff need to teach students how to do things on their own device, staff will verbally instruct the student or use a visual while the student operates the device.
- NLA staff will limit materials which are used by multiple students. If there is a need to use multiple person materials, the materials will be cleaned and disinfected prior to use by any other students or staff. If the materials are not able to be cleaned, they will be put into storage for at least 7 days prior to the next use. (Ex. The NLA teacher

determines that a particular game will teach a concept. Two students will use the game with the least amount of physical contact. The game is then put into storage for a week before it is used again.) Students will sit as far apart as much as possible. They will use hand sanitizer or hand washing prior to and after the use of the materials. The students will also wear cloth masks while using the materials.

- Non disposable food service items will be handled minimally and washed with hot water and soap or in a dishwasher.
- NLA staff are discouraged from using materials which are difficult to clean or disinfect.

- **Monitoring and Excluding for Illness**

- Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students will be encouraged to self-monitor for symptoms throughout the day.
- Staff who develop symptoms during the school day must notify the NLA Nurse or the NLA Head Secretary in the school building immediately. If the staff member is able to transport him/herself home, he/she will go home and NLA office staff will check to make sure he/she has made it home. If the person is not able to drive home, the emergency contact for the staff person will be called. The sick staff person will be directed to wait in the designated health services area until their ride arrives. If at any time, the staff person is in need of emergency services, 911 will be called. The NLA nurse or other designated staff person will observe the sick staff member until his/her ride arrives.
- Students who develop symptoms during the day must notify a staff member in their classroom. The staff member will notify the NLA nurse or the Head Secretary of the symptoms displayed by the student. The student will be moved to the designated health services area and his/her temperature will be taken. The nurse will notify the student's parent/guardian of the symptoms and will ask if the parent/guardian noticed any symptoms. The Nurse and administrator and parent will follow the guidance in the *Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs*. A copy of these guidelines is below and can also be found at <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>.

If you have questions about these guidelines, please call your child's school and ask to speak to the school nurse.

We also ask families to follow the Minnesota Department of Health guidelines if you have come into close contact with someone from outside the household who tests positive for COVID-19. Those guidelines can be found below or at the following web address

<https://www.health.state.mn.us/diseases/coronavirus/contact.pdf>.

- **Handling Suspected and Confirmed Cases of COVID-19**

- The NLA nurse will respond to any staff or student suspected of or confirmed positive for covid-19.
- The NLA administrator will help coordinate with the regional support team regarding positive COVID-19 cases.
- Staff and families should call the NLA administrator to self-report to the school if they

or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). The administrator will work with the staff and family to meet the needs of the person unable to be at school.

- Signage will be posted at the main entrance(s) requesting that people who have been symptomatic not enter the building.
- Require that staff and students stay home if:
  - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria (see MDH Decision Tree, below) for return.
  - They have recently had close contact with a person with COVID-19, until they meet criteria for return.
  - Follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (PDF) to determine who must stay home and when staff or students may return.
- If a person comes to school who should have stayed home:
  - Immediately isolate symptomatic individuals in the designated space at school and send them home.
  - NLA staff will ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is at least 6 feet away. Both the symptomatic student and the supervising adults should wear a cloth face covering or a surgical mask.
  - Do not place cloth face coverings or surgical masks on anyone who is unconscious or has trouble breathing, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
  - Implement cleaning and disinfecting procedures following the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs ([www.health.state.mn.us/diseases/coronavirus/schools/clean.html](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)).
  - NLA staff will work with the staff member or with the parent/guardian to develop a plan for how to transport an ill student or staff member home or to medical care if needed.
  - Plan for transportation of a sick staff member:
    - If the staff member is able to drive him/herself home, he/she will be released to return home and will check in upon arrival at home.
    - If the staff member is unable to drive, but is able to go home, he/she will contact someone to pick him/her up at school, or NLA staff will contact the staff's emergency contact.
    - If there is no one available to transport the staff member, a van will be borrowed from Cloquet District and an NLA staff member will transport the sick person home.
    - If the staff member is in need of medical attention, the staff member will be transported to the nearest medical facility. 911 will be called if necessary.
  - Plan for transportation of a sick student:
    - The student's parent/guardian will be called to pick the student up.
    - If a parent/guardian is not able to transport the student, a van will be borrowed from Cloquet District and an NLA staff member will transport

the sick person home.

- If a parent/guardian is unreachable, an emergency contact will be called and a plan for getting the child home will be made with that person.
  - 911 will be called if necessary.
- Notify MDH of confirmed COVID-19 cases among students and staff (as required by Minnesota Rules, Chapter 4605.7050). An MDH inbox has been established for school COVID case reporting: [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us).
- Develop systems for notifying staff, families, and the public as needed if a person with COVID19 was on the school premises while infectious. Do this in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.
- NLA teachers will move any student needing to stay home to the student's individualized distance learning plan. The NLA staff maintain engagement and learning activities for students who cannot be physically present in the classroom due to illness or exposure.
- The NLA administrator will work with any staff needing to stay home to implement work from home tasks if possible.
- **Water and Ventilation Systems**
  - **Site 1# -**
    - The water and ventilation systems are controlled and maintained by the Cloquet School District.
    - The classrooms which have outside windows will use them to allow fresh air in as weather conditions and student/staff safety permit.
    - If a classroom or other school space uses a fan, NLA staff members will take steps to minimize air from the fan blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
    - Students and staff will use water bottles which are filled as often as needed throughout the day to eliminate the need to use the drinking fountains. All drinking fountains within the building are disabled with the exception of the bottle filling function of fountains with that feature.
  - **Site #2 -**
    - The water and ventilation systems are controlled and maintained by Our Savior's Church.
    - The NLA has a contract to purchase drinking water from Arrowhead Water - 1114 Cloquet, MN - 218-879-2672. It is delivered on an as needed basis. Students use water bottles or cups for their water.
    - The classrooms which have outside windows will use them to allow fresh air in if it is safe to have them open.
  - **Site #3 -**
    - The water and ventilation systems are controlled and maintained by the Proctor School District.
    - The classrooms which have outside windows will use them to allow fresh air in as weather conditions and student/staff safety permit.
    - Students and staff will use water bottles which are filled as often as needed throughout the day to eliminate the need to use the drinking fountains. All

drinking fountains within the building are disabled with the exception of the bottle filling function of fountains with that feature.

- **Transportation**

- The students attending the Northern Lights Academy are transported to and from the NLA by the district who referred them. Each of those districts have their own transportation plans and their drivers are responsible for implementing the plan for each scenario.
- If anyone has questions or concerns about the plans, they should contact the NLA administrator or the transportation director for the referring district.

- **Mental Health and Wellness**

- Staff, families, and students (age-appropriate) will be provided with information on how to access resources for mental health and wellness.
- The NLA social worker will make contact with each family at least weekly to offer support and help families connect with any services they may need.
- Students who are connected to mental health services will continue to receive those services based on the plans the individual mental health agencies have in place. The NLA social worker will work cooperatively with the mental health agencies to ensure those plans continue.
- If a student is not receiving mental health services and families want to have services provided for their child, the NLA social worker will assist families with setting up the services.
- Staff, students, and families will be encouraged to talk with people they trust about their feelings and concerns regarding COVID-19.

- **Nutrition**

- **Breakfast**

- NLA staff will offer breakfast to students each morning. For students wanting breakfast, NLA staff will bring breakfast to students at their desk. When the student is finished with breakfast, the NLA staff member will offer the garbage can and will clean off the desk with the bleach solution and paper towels.

- **Lunch**

- Students have a choice of bringing a lunch from home or ordering the hot lunch available from the Cloquet School District. Each morning, students will order the option they choose. Staff members will document lunch orders in the google doc. The Head Secretary checks the orders and calls the order in to the Cloquet foodservice director.
- At lunch time, one staff member from each classroom will go to the cafeteria at the specified time to get the lunches for each student. The lunches will be served by the foodservice staff member and put onto the cart for each classroom. The staff member will distribute the lunches to students while they sit at their assigned desk/work space. Students will take off their morning mask and enjoy their lunch.

- When lunch is over, students will put their trays back on the carts and the staff member will bring the trays back to the cafeteria. The staff member will use gloves to empty the trays and return them to the used tray window. Foodservice staff will wash all trays using the dishwasher. (Utensils are throwables so they go in the trash.)
- Students will wash hands or use hand sanitizer and then they will put on their afternoon cloth mask.

### **Internet and Device Access**

- Each student will have a chrome book issued to them at the beginning of the school year. NLA staff will work with each student to teach the students how to use the chrome books and how to access the resources needed to complete the assigned tasks and activities.
- NLA staff will conduct training sessions with each parent/guardian during the first week of school to share how to use the chrome book and what their child will be using the chrome book for during the school year. Parents/guardians will be provided with all the login information for their child.
- NLA staff will survey families to determine the level of internet access at the family's house in order to plan for times when there needs to be hybrid or distance learning. If families do not have access to the internet, they will be informed that if the child needs to move to hybrid or distance learning, a hotspot will be provided for the chrome book to access the internet.
- Students will leave the chrome books at school. In the event that a child needs to move to the hybrid model, the student will get access to the chrome book on their next in person learning day. If a student needs to move to distance learning, NLA staff will deliver the chrome book (and hotspot if necessary) to their home and have the parent/guardian sign off on delivery of the chrome book through an email or text message.

### **Recess**

- Recess equipment will be disinfected daily and students are encouraged to maintain 6ft. of distance between each other.
- Students and staff will wash their hands or use hand sanitizer before and after each recess or recreation time.

### **Attendance**

- Students and teachers participate in classes at the school site for the regular school day. Attendance is taken on a daily basis and students who are enrolled generate membership. Each site and grade has an established daily schedule. Students scheduled to participate for less than the full school day are reported as part time.
- Students who are unable to attend on-site due to reasons related to Covid-19 may be provided direct instruction by an appropriately licensed teacher in the distance learning model:
  - Remote class participation: schools and students with the technology that allows students to remotely participate in their class for the full school day generate full-time

membership. Membership for students who participate for less than the full school day is reduced proportionately. Packets of daily coursework may be provided to the student supplemented by daily contact from the teacher: each hour of coursework completed and turned in by the student generates an hour of membership.

- Teachers must maintain daily participation records for each student that supports the student's attendance and membership reported.
- NLA staff will follow up with parents/guardians about student absences and will develop a plan to support families with the situations they experience. If a student is able to participate in distance learning during their absence, it will be recorded as distance learning but will not be considered an absence. If the student is unable to participate at school and also not able to participate in distance learning, the student will be marked absent and NLA staff will work with families to develop a plan to address the student's absence.

### **Communication with Students, Families, and Staff**

- A draft plan was developed by NLA administration using information from meetings and discussions with teachers, paraprofessionals, students and families at the end of the 2019-2020 school year.
- A meeting with certified staff and Head Secretary was held to review the draft and make revisions
- A meeting with paraprofessionals was held to review the draft and make recommendations for revision
- Phone calls will be made to each parent/guardian to review each of the plans and how they would work for students. Parents/guardians will be given the opportunity to provide feedback and ask questions. The draft plan will be revised as needed based on the feedback received.
- The updated draft plan will be presented to the NLA Board for review and revision.
- When the draft plan is approved by the NLA board, a user friendly summary will be sent to all parents/guardians and staff. A link to the full document will be provided to parents and staff in the summary. The approved plans will be posted on the NLA webpage.
- Throughout the use of each of the plans, the special education case managers and school social worker will have regular contact with parents/guardians. When an issue arises or parents/guardians state something is not working, they work collaboratively to figure out a solution and bring it to the attention of the NLA administrator. If changes need to be made to each student's Individualized Plan, the student's IEP team will be convened to discuss the issues and concerns and how to address them.
- A guide which details the responsibilities and supports parents/guardians have during each Scenario will be sent to each home. NLA special education teachers and the NLA social worker will contact each parent/guardian to discuss the responsibilities and supports at each scenario.

### **Student and Family Engagement**

- NLA staff will engage families in all aspects of due process for their students.



- The NLA social worker will check in with families routinely to offer support and find out if there is a need for any other support.
- The NLA social worker will liaise with other agency staff when needed to meet the needs of each student and family.

### Home Visits

NLA school staff may visit a student's home to build and preserve relationships with the student and their families. Under no circumstances should school staff enter the student's home or place of residence. The visit may occur outside of the student's home or at another suitable outdoor location, such as a park or taking a walk. Limit visits to no longer than 45 minutes. Students, staff, and families shall follow MDH and CDC Public Health Guidelines, including social distancing at least six feet of separation at all times. All students, families, and staff should wear appropriate face masks at all times. If school staff are handing off instructional materials or other items, staff should follow the same procedure used in school to hand off materials or receive materials from the student and family.

Home visits are NOT a requirement and this section should not be construed to encourage or require school staff, students, or families in at-risk categories to act inconsistently with public health recommendations or the advice of their doctors.

### Activities and Athletics

Other than gym activities during the school day, there are no extra-curricular activities and athletics offered at the Northern Lights Academy.

### After School Programming

Northern Lights Academy does not provide any after school activities.

## **Scenario 2: Hybrid Learning**

In this scenario, schools will provide a mix of in-person and distance learning for students and will follow increased safety guidelines to help minimize transmission of COVID-19. Safety protocol will meet the requirements set forth by the Minnesota Department of Health. For more information regarding those protocols and the education plan under this scenario, please review the following information.

### **Health and Safety Expectations**

- **Social Distancing and Minimizing Exposure**
  - Upon arrival at school, students will enter and walk to the NLA hallway to participate in the health screening. Students will be reminded to keep social distancing and to stand and wait at the proper markings.
  - At departure times, students will remain in the classroom until their vehicle is called. At which time, they will be escorted to the vehicle with reminders to continue social distancing. Students will be sent home with a disposable face covering if they did not bring one.
  - Social distancing floor/seating markings in hallways and classrooms will be put on the floor and other areas to provide visual reminders of the 6 feet requirement.
  - Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted.
  - Parents picking up a child will be asked to call when they arrive and the student will be brought to them instead of them coming into the building to sign their child out of school. School staff will document the pickup and drop off of students instead of the parent.
  - See transportation information for social distancing information on transportation.
  - Breakfast and lunch will be provided at the student's work space in order to maintain social distancing. Meals, snacks, and beverages served at school will be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages must be served directly to students. As always, the safety of children with food allergies will be ensured.
  - Students will stay with their class and the staff assigned to work with that class. If there is a need due to a crisis for other staff members to work with a student from that class, the additional staff will be documented on the student's point sheet.
  - Classroom seating will be arranged so that students are separated from one another by 6 feet when feasible. If it is not possible to arrange seating 6 feet apart, desks will be turned to face in the same direction (rather than facing each other).
  - Visual aids will be used to illustrate appropriate spacing and traffic flow throughout the school building (e.g., designating hallways or entrances as one-way and posting directional reminders on the walls and/or floor).
  - A gate will be used at the entry of the office to provide for the protection of the office

staff. Any NLA staff, students or other persons needing something will stop at the gate and make their request. The office staff will handle the request due to the small space in the office. During before school and after school time, if an NLA staff member needs to access something in the office, he or she may enter the office one person at a time. This is in addition to the Head secretary and the administrator.

- Recreation time:
- Health Screening Upon Arrival
  - Staff member:
    - Each staff member will be provided with a list of the health screening questions which are required to be reviewed prior to coming to work each day.
    - A staff member will "sign off" stating he/she is symptom free and has reviewed the information when he/she enters the building using his/her fob. If the staff member brings anyone into the building with them, they are required to complete the screening and sign off on the clipboard located in the office. The fob systems track those that are coming into the building so we can use that data as well if we need to contact trace. All Cloquet staff have fobs and are tracked using the fob information
  - Students:
    - Student health screening will be conducted by the NLA LPN or other trained staff members.
    - When the student enters the building, his/her temperature will be taken and he/she will be observed for any of the other symptoms.
    - If the student is symptom free, the student will be sent to class.
    - If symptoms are observed, he/she will be escorted to the health area located in the lobby by door #2 in Site 1, into the purple room at Site #2 and to the health area in Site #3 for further evaluation and parent/guardian contact.
  - Routine other agency workers entering the NLA to conduct scheduled activities/tasks:
    - Each worker will be expected to review the health screening questions and sign off that they have reviewed the information and are symptom free.
    - They will complete all necessary information on the sign in sheet on the clipboard located in the office.
    - If they are meeting with someone, information regarding which staff and students they were in contact with will also be logged on the sign in form.
    - Each person will also document time of departure from the building.
  - Parents/guardians:
    - Parents/guardians will be encouraged to pick up and drop off students without entering the building.
    - If there is a need for them to enter the building, they will be required to review the health screening information and complete the sign in and out sheet located on the clipboard in the office.

- **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

- Parents/guardians can request distance learning at any time if they feel uncomfortable with their student attending in person programming or if the student and/or the family has been exposed to or been diagnosed with/tested positive for covid-19. If a student is experiencing symptoms, the parents/guardians may also request distance learning for the duration of the symptoms.
  - Nursing staff will work with parents to 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. Training will be provided to school staff regarding the accommodations necessary for reducing the risk for a student. Training will be documented and shared with parents/guardians.
  - NLA staff are provided with protective face coverings and shields. Classrooms are also stocked with hand sanitizer and the recommended bleach solution for disinfecting surfaces.
  - NLA staff were provided with opportunities to ask questions regarding the plans for each scenario. They also have received communications from NLA and from Cloquet Public Schools (Cloquet holds the contracts for all NLA staff) with information regarding the upcoming school year and COVID-19. Staff have been and will continue to be encouraged to talk with the NLA administration and/or with the staff member's unit to discuss possible accommodations (if needed) and/or options within their contract.
  - Employees with underlying conditions detailed in the guidance from the CDC will need to secure a doctor's note and consult with the NLA administration to determine reasonable accommodations for their particular needs.

- **Face Coverings and Shields**

- Staff and students are required to wear cloth face coverings and/or face shields throughout the day.
  - Staff will be provided with 2 cloth masks and a face shield for their use. They also will be provided with training materials for their use and cleaning/disinfecting.
  - Students will be provided with cloth masks for use each day and training on how to use them. Students will be given one in the morning and one for the afternoon. If a student needs another cloth mask, they will receive another one or they will receive a

disposable mask.

- All cloth masks will be washed daily.
- Cloth face coverings should not be placed on:
  - Anyone who has trouble breathing or is unconscious.
    - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
    - Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

- **Hygiene Practices**

- **Hygiene Supplies**
  - NLA staff will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used. Soap and paper towels are located at each sink. Hand sanitizer is located in each classroom and in the office. Each classroom and the office are also equipped with disinfectant wipes and/or bleach solution and paper towels for cleaning surfaces. NLA staff are trained in the use of both the wipes and the bleach solution.
  - The NLA Head Secretary maintains the inventory of all appropriate supplies and is responsible for ordering supplies in a timely manner to ensure there are adequate supplies on hand.
  - Hand sanitizer is located at the entrances of the building which staff and students use. The building custodial staff is responsible for maintaining an adequate supply each day, however, if staff notice supplies are low, they are responsible for notifying the NLA Head Secretary. If notified, the Head Secretary will follow up with the custodial staff to get the supplies replenished.
- **Hand washing**
  - NLA staff will build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities.
  - NLA staff will teach, practice and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
  - NLA staff will supervise the use of hand sanitizer by students.
  - NLA staff will ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.
  - NLA staff will reinforce hand washing by staff and students 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
- Media, posters, and other tactics will be used to promote health etiquette expectations in highly visible locations

- **Cleaning and Disinfecting**
  - A schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day will be implemented by NLA staff and contracted custodial staff (Site #1 - Cloquet custodial staff, Site #2 - Our Savior's custodial staff, Site #3 - Proctor custodial staff).
  - NLA staff will use disinfectant wipes and/or the bleach solution in order to clean desks, chairs and tables as necessary throughout the school day.
  - Custodial staff will use disinfectant materials to
  - Staff will not use cleaning products near children. Staff will ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Cleaning and disinfecting products will be stored safely away from children.
  
- **Materials Handling**
  - Each student will have an individual kit with the materials and supplies they need to complete assigned tasks and activities each day. This kit will include individual use sensory tools, also. Kits will be kept in individualized bins labeled with their name.
  - Each staff member will have an individual kit with the materials and supplies they need to complete assigned tasks and activities each day. Staff kits will be labeled with their name and kept in a convenient location for their use.
  - Students and staff will each be assigned an electronic device in which to complete online activities and required paperwork. Devices will not be shared. When staff need to teach students how to do things on their own device, staff will verbally instruct the student or use a visual while the student operates the device.
  - NLA staff will limit materials which are used by multiple students. If there is a need to use multiple person materials, the materials will be cleaned and disinfected prior to use by any other students or staff. If the materials are not able to be cleaned, they will be put into storage for at least 7 days prior to the next use. (Ex. The NLA teacher determines that a particular game will teach a concept. Two students will use the game with the least amount of physical contact. The game is then put into storage for a week before it is used again.) Students will sit as far apart as much as possible. They will use hand sanitizer or hand washing prior to and after the use of the materials. The students will also wear cloth masks while using the materials.
  - Non disposable food service items will be handled minimally and washed with hot water and soap or in a dishwasher.
  - NLA staff are discouraged from using materials which are difficult to clean or disinfect.
  
- **Monitoring and Excluding for Illness**
  - Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students will be encouraged to self-monitor for symptoms throughout the day.
  - Staff who develop symptoms during the school day must notify the NLA Nurse or the NLA Head Secretary in the school building immediately. If the staff member is able to transport him/herself home, he/she will go home and NLA office staff will check to

make sure he/she has made it home. If the person is not able to drive home, the emergency contact for the staff person will be called. The sick staff person will be directed to wait in the designated health services area until their ride arrives. If at any time, the staff person is in need of emergency services, 911 will be called. The NLA nurse or other designated staff person will observe the sick staff member until his/her ride arrives.

- Students who develop symptoms during the day must notify a staff member in their classroom. The staff member will notify the NLA nurse or the Head Secretary of the symptoms displayed by the student. The student will be moved to the designated health services area and his/her temperature will be taken. The nurse will notify the student's parent/guardian of the symptoms and will ask if the parent/guardian noticed any symptoms. The Nurse and administrator and parent will follow the guidance in the *Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs*. A copy of these guidelines is below and can also be found at <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>.

If you have questions about these guidelines, please call your child's school and ask to speak to the school nurse.

We also ask families to follow the Minnesota Department of Health guidelines if you have come into close contact with someone from outside the household who tests positive for COVID-19. Those guidelines can be found below or at the following web address

<https://www.health.state.mn.us/diseases/coronavirus/contact.pdf>.

- **Handling Suspected and Confirmed Cases of COVID-19**
  - The NLA nurse will respond to any staff or student suspected of or confirmed positive for covid-19.
  - The NLA administrator will help coordinate with local health authorities regarding positive COVID-19 cases. All school staff and families should know who this person is and how to contact them.
  - Staff and families should call the NLA administrator to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). The administrator will work with the staff and family to meet the needs of the person unable to be at school.
  - Signage will be posted at the main entrance(s) requesting that people who have been symptomatic not enter the building.
  - Require that staff and students stay home if:
    - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria (see MDH Decision Tree, below) for return.
    - They have recently had close contact with a person with COVID-19, until they meet criteria for return.
    - Follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (PDF) to determine who must stay home and when staff or students may return.
  - If a person comes to school who should have stayed home:

- Immediately isolate symptomatic individuals in the designated space at school and send them home.
  - NLA staff will ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is at least 6 feet away. Both the symptomatic student and the supervising adults should wear a cloth face covering or a surgical mask.
  - Do not place cloth face coverings or surgical masks on anyone who is unconscious or has trouble breathing, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
  - Implement cleaning and disinfecting procedures following the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs ([www.health.state.mn.us/diseases/coronavirus/schools/clean.html](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)).
  - NLA staff will work with the staff member or with the parent/guardian to develop a plan for how to transport an ill student or staff member home or to medical care if needed.
    - Plan for transportation of a sick staff member:
      - If the staff member is able to drive him/herself home, he/she will be released to return home and will check in upon arrival at home.
      - If the staff member is unable to drive, but is able to go home, he/she will contact someone to pick him/her up at school.
      - If there is no one available to transport the staff member, a van will be borrowed from Cloquet District and an NLA staff member will transport the sick person home.
      - If the staff member is in need of medical attention, the staff member will be transported to the nearest medical facility. 911 will be called if necessary.
    - Plan for transportation of a sick student:
      - The student's parent/guardian will be called to pick the student up.
      - If a parent/guardian is not able to transport the student, a van will be borrowed from Cloquet District and an NLA staff member will transport the sick person home.
      - 911 will be called if necessary.
  - Notify MDH of confirmed COVID-19 cases among students and staff (as required by Minnesota Rules, Chapter 4605.7050). An MDH inbox has been established for school COVID case reporting: [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us).
  - Develop systems for notifying staff, families, and the public as needed if a person with COVID19 was on the school premises while infectious. Do this in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.
  - NLA teachers will move any student needing to stay home to the student's individualized distance learning plan. The NLA staff maintain engagement and learning activities for students who cannot be physically present in the classroom due to illness or exposure.
- - The NLA administrator will work with any staff needing to stay home to implement work from home tasks if possible.



- **Water and Ventilation Systems**

- **Site 1# -**

- The water and ventilation systems are controlled and maintained by the Cloquet School District.
    - The classrooms which have outside windows will use them to allow fresh air in as weather conditions and student/staff safety permit.
    - If a classroom or other school space uses a fan, NLA staff members will take steps to minimize air from the fan blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
    - Students and staff will use water bottles which are filled as often as needed throughout the day to eliminate the need to use the drinking fountains. All drinking fountains within the building are disabled with the exception of the bottle filling function of fountains with that feature.

- **Site #2 -**

- The water and ventilation systems are controlled and maintained by Our Savior's Church.
    - The NLA has a contract to purchase drinking water from Arrowhead Water - 1114 Cloquet, MN - 218-879-2672. It is delivered on an as needed basis. Students use water bottles or cups for their water.
    - The classrooms which have outside windows will use them to allow fresh air in if it is safe to have them open.

- **Site #3 -**

- The water and ventilation systems are controlled and maintained by the Proctor School District.
    - The classrooms which have outside windows will use them to allow fresh air in as weather conditions and student/staff safety permit.
    - Students and staff will use water bottles which are filled as often as needed throughout the day to eliminate the need to use the drinking fountains. All drinking fountains within the building are disabled with the exception of the bottle filling function of fountains with that feature.

- **Transportation**

- The students attending the Northern Lights Academy are transported to and from the NLA by the district who referred them. Each of those districts have their own transportation plans and their drivers are responsible for implementing the plan for each scenario.
  - If anyone has questions or concerns about the plans, they should contact the NLA administrator or the transportation director for the referring district.

- **Mental Health and Wellness**

- Staff, families, and students (age-appropriate) will be provided with information on how to access resources for mental health and wellness.
  - The NLA social worker will make contact with each family at least weekly to offer support and help families connect with any services they may need.
  - Students who are connected to mental health services will continue to receive those

services based on the plans the individual mental health agencies have in place. The NLA social worker will work cooperatively with the mental health agencies to ensure those plans continue.

- If a student is not receiving mental health services and families want to have services provided for their child, the NLA social worker will assist families with setting up the services.
- Staff, students, and families will be encouraged to talk with people they trust about their feelings and concerns regarding COVID-19.

- **Nutrition**

- **Meals for In Person Sessions:**

- **Breakfast**

- NLA staff will offer breakfast to students each morning. For students wanting breakfast, NLA staff will bring breakfast to students at their desk. When the student is finished with breakfast, the NLA staff member will offer the garbage can and will clean off the desk with the bleach solution and paper towels.

- **Lunch**

- Students have a choice of bringing a lunch from home or ordering 1 of the 2 options available from the CLOquet School District. Each morning, students will order the option they choose. Staff members will notify the Head Secretary and she places the order with the CLOquet foodservice director.
      - At lunch time, one staff member from each classroom will go to the cafeteria at the specified time to get the lunches for each student. The lunches will be served by the foodservice staff member and put onto the cart for each classroom. The staff member will distribute the lunches to students while they sit at their assigned desk/work space. Students will take off their morning mask and enjoy their lunch.
      - When lunch is over, students will put their trays back on the carts and the staff member will bring the trays back to the cafeteria. The staff member will use gloves to empty the trays and return them to the used tray window. Foodservice staff will wash all trays using the dishwasher. (Utensils are throwables so they go in the trash.)
      - Students will wash hands or use hand sanitizer and then they will put on their afternoon cloth mask.

- **Meals for Distance Learning Sessions:**

- **Lunch**

- During the in person session, each student will order lunch for the distance learning sessions. These orders will be called in to the foodservice director along with the in person lunch orders.
      - The Foodservice staff will pack lunches to go home for the distance learning sessions.
      - At the end of the in person session, each student who ordered take home meals for distance learning days will be given a bag of the lunches each of the distance learning sessions. Students will take them home. Parents/guardians will be advised that the lunches need to be

refrigerated until they are eaten.

### Internet and Device Access

- Each student will have a chrome book issued to them at the beginning of the school year. NLA staff will work with each student to teach the students how to use the chrome books and how to access the resources needed to complete the assigned tasks and activities.
- NLA staff will conduct training sessions with each parent/guardian during the first week of school to share how to use the chrome book and what their child will be using the chrome book for during the school year. Parents/guardians will be provided with all the login information for their child.
- NLA staff will survey families to determine the level of internet access at the family's house in order to plan for times when there needs to be hybrid or distance learning. If families do not have access to the internet, they will be provided with a hotspot which is connected to the chromebook in order for the child to access the internet and complete his/her educational activities and tasks.
- Students will transport their chrome book to and from school for use in both locations. If a child needs to have a hotspot to access the internet, the hotspot will stay in the case with the chromebook.
- During the in person sessions, NLA staff will assist students with a to do list which is housed on their chromebook that includes all the tasks and activities the student needs to complete during the distance learning sessions.

### Recess

- Recess equipment will be disinfected daily and students are encouraged to maintain 6ft. of distance between each other.
- Students and staff will wash their hands or use hand sanitizer before and after each recess or recreation time.

### Attendance

Hybrid instruction could be provided in one or a combination of schedules depending on the school, classes and/or grade levels. Each student and teacher has a daily schedule that supports the length of the school day reported, the dates of instruction, the classes in which the student is enrolled and the student's Percent Enrolled as reported on MARSS. Students participating for less than the full scheduled school day are reported as part time.

- In Person Sessions:
  - Students and teachers participate in classes at the school site for the regular school day.
  - Attendance is taken on a daily basis and students who are enrolled generate membership.
  - Each site and grade has an established daily schedule.
  - Students scheduled to participate for less than the full school day are reported as part time.
- Distance Learning Sessions:

- Each student attending NLA has an IEP which will include a Contingency Learning Plan. This document will provide specific information regarding how services will be provided and how attendance will be taken during the Distance portion of the Scenario 2 Hybrid model.
  - Returning students have an IEP in place.. Special Education case managers will amend the IEP to include a Contingency Learning Plan which will give specific information regarding how services will be delivered in the hybrid model. New students have these plans written right into the new IEP which is developed with the IEP team when they are enrolled in the NLA.
- NLA special education teachers will develop an individualized daily schedule for each student which will include:
  - A morning meeting with a check in and interaction between the teacher and other students in the classroom.
  - A couple of assigned tasks.
  - A check and work session with a paraprofessional for the student to receive para support to work on assigned tasks.
  - Another scheduled meeting with the teacher to receive direct instruction related to the student's IEP goals and general education curriculum.
  - Another couple of tasks.
  - An afternoon meeting with a check in/out and interaction with classroom staff.
- NLA special education teachers will work with students to provide daily To Do Lists for when students are working from home.
- In order to be marked as Present for the day, students will need to:
  - Follow the individualized daily schedule which parents/guardians and the student's case manager agree to and include in the Contingency Learning Plan.
  - Complete assigned tasks on the daily To Do List.

### Communication with Students, Families, and Staff

- A draft plan was developed by NLA administration using information from meetings and discussions with teachers, paraprofessionals, students and families at the end of the 2019-2020 school year.
- A meeting with certified staff and Head Secretary was held to review the draft and make revisions
- A meeting with paraprofessionals was held to review the draft and make recommendations for revision
- Phone calls will be made to each parent/guardian to review each of the plans and how they would work for students. Parents/guardians will be given the opportunity to provide feedback and ask questions. The draft plan will be revised as needed based on the feedback received.
- The updated draft plan will be presented to the NLA Board for review and revision.
- When the draft plan is approved by the NLA board, a user friendly summary will be sent to all parents/guardians and staff. A link to the full document will be provided to parents and staff in the summary. The approved plans will be posted on the NLA webpage.
- Throughout the use of each of the plans, the special education case managers and school social worker will have regular contact with parents/guardians. When an issue arises or parents/guardians state something is not working, they work collaboratively to figure out a

solution and bring it to the attention of the NLA administrator. If changes need to be made to each student's Individualized Plan, the student's IEP team will be convened to discuss the issues and concerns and how to address them.

- A guide which details the responsibilities and supports parents/guardians have during each Scenario will be sent to each home. NLA special education teachers and the NLA social worker will contact each parent/guardian to discuss the responsibilities and supports at each scenario.

### **Student and Family Engagement**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding the engagement of students and families. The staff at NLA is using the following procedures to engage students and families:

- During the in-person sessions, special education teachers and paraprofessionals will work with students based on their individual and classroom needs and schedules.
- Case managers set up the method of daily contact with each student and his/her parents/guardians during the days the student is distance learning. Case managers will use of phone calls, text messages, emails and video conferencing. Parents/guardians made choices based on which method would work best for their child and their family's schedule and needs. Parents/guardians also chose what time of day worked best for the contacts.
- During Distance Learning, case managers check in regularly with parents/guardians to revise the plan as needed when things are not working or when another option would improve the process. Revisions have been made regarding the method of contact as well as the time of day for the daily contact.
- The Northern Lights Academy school social worker also set up weekly contact with each of the NLA students and parents/guardians and continues to revise the method of contact and the day(s) of the week/time of the day for the contact. The NLA social worker is responsible for providing mental health supports as well as helping parents/families to connect with community supports when needed.
- The NLA Assistant Director of Special Education (the administrator for NLA) will check in with parents/guardians and other community members to determine if there are additional things the school can be doing to provide necessary support for the students enrolled in the NLA and their families.
- If case managers are unsuccessful at assisting a student and providing access to services, the NLA administrator will work with the school team and other community resources to make contact with the student and his/her parents/guardians to problem solve and figure out a way for the student to access the services. When a solution is determined, the student's individualized distance learning plan will be revised to include the solution.

### **Home Visits**

NLA school staff may visit a student's home to build and preserve relationships with the student and their families. Under no circumstances should school staff enter the student's home or place of residence. The visit may occur outside of the student's home or at another suitable outdoor location, such as a park or taking a walk. Limit visits to no longer than 45 minutes. Students, staff, and families shall follow MDH and CDC Public Health Guidelines, including social distancing at least six feet of separation at all times. All students, families, and staff should wear appropriate face masks

at all times. If school staff are handing off instructional materials or other items, staff should follow the same procedure used in school to hand off materials or receive materials from the student and family.

Home visits are NOT a requirement and this section should not be construed to encourage or require school staff, students, or families in at-risk categories to act inconsistently with public health recommendations or the advice of their doctors.

### **Activities and Athletics**

Other than gym activities during the school day, there are no extra-curricular activities and athletics offered at the Northern Lights Academy.

### **After School Programming**

Northern Lights Academy does not provide any after school activities.

### **Care for Children of Families of Emergency Workers**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding the Care for Children of Critical Workers. The Northern Lights Academy is following these steps in order to comply with the direction from MDE if Scenario 2 is in place:

- Communicate with each parent/guardian by email and/or by phone to explain the option for emergency child care and to determine which school aged children need emergency child care based on the parent/guardian's status as a critical worker.
- Work with families to verify which students are eligible for emergency child care, either by obtaining a letter from the employer or by viewing a parent/guardian's employment badge.
- Work with the resident/referring district to determine if the resident/referring district is going to send the student to the NLA or if the resident/referring district is going to provide the emergency child care.
- Work with the resident/referring district and parents/guardians to get transportation in place for any student who will have emergency child care at the NLA.
- Work with parents/guardians of students attending emergency child care to determine if the student needs extended care - both before school hours care and after school hours care.
- Ensure that parents/guardians understand that there is no cost to them for this care.
- Screen all children entering the building for emergency child care for symptoms of illness per the guidance from the MN Dept of Health.
- Provide supervision and activities for children in need of emergency child care.
  - Care will be supervised by NLA paraprofessionals.
  - Activities will take place in several designated spaces within NLA.
  - Children will be divided into small groups if there are more than 3 students in order to provide social distancing.
  - Children will be required to follow the same health and safety requirements mentioned earlier in this scenario.
  - Children will be required to follow the school schedule set up by the special education

**teacher and families.**

- **Children will be provided down time as available which may include a variety of activities. Examples include: reading time, game time, gym time, puzzles, drawing and other craft type activities.**
- **Provide meals for the children in need of emergency child care.**

### **Scenario 3: Distance Learning for All Students**

In this scenario, schools will provide an improved version of distance learning for all students to help minimize transmission of COVID-19. Safety protocol will meet the requirements set forth by the Minnesota Department of Health. For more information regarding those protocols and the education plan under this scenario, please review the following information.

#### **Health and Safety Expectations**

- **Social Distancing and Minimizing Exposure**
  - All students will participate in Distance Learning per each one's Individualized Distance Learning Plan.
  - Delivery of meals: NLA will work with referring districts to determine who will be responsible for meal delivery. NLA staff will drop off meals using a no contact method for those students NLA is the responsible district. Families will be required to leave a bin outside for staff to drop off meals.
  - Delivery of Materials: Families will be notified in advance of materials drop off. NLA staff will drop off the materials in the bin families have left outside.
  - Pick up of Materials: Parents/guardians will be instructed to put materials for return into a plastic bag and leave them in the bin outside. NLA staff will pick up the bag of materials using gloves and will put the materials into a plastic bin with a lid. Staff will dispose of the gloves and use hand sanitizer. The bin of materials will sit for a week prior to staff reviewing the work done by students. When they review the work, they will use a cloth mask and gloves and will dispose of the work when they are done. Then, staff will wash their hands or use hand sanitizer. The plastic bin will be cleaned and disinfected when it is emptied.
  - NLA will work with families and referring districts to provide Child Care for Critical Workers. During that Child Care, NLA staff and the children attending the child care will follow all social distancing expectations.
    - Both staff and children will be required to wear cloth masks or face shields.
    - Staff and children will be required to maintain at least 6 feet of distance.
- **Health Screening Upon Arrival**
  - Staff member:
    - Each staff member will be provided with training regarding the new Sign IN/OUT protocols which include health screening. Staff members will sign off that they have received materials and training about the new Sign In/Out Protocols.



- A list of the health screening questions which are required to be reviewed prior to coming to work each day will be given to each staff member to take home as a reminder of what they need to do each day prior to coming to work.
- A staff member will "sign off" stating he/she is symptom free and has reviewed the information when he/she enters the building using his/her fob. If the staff member brings anyone into the building with them, they are required to complete the screening and sign off on the clipboard located in the office. The fob systems track those that are coming into the building so we can use that data as well if we need to contact trace. All Cloquet staff have fobs and are tracked using the fob information.
- When a staff member is unable to use a FOB to sign in, he/she will sign in using the google form found on a chromebook or other device in the office.
- Students and children attending child care:
  - Student health screening will be conducted by the NLA LPN or other trained staff members.
  - When the student enters the building, his/her temperature will be taken and he/she will be observed for any of the other symptoms.
  - If the student is symptom free, the student will be sent to class.
  - If symptoms are observed, he/she will be escorted to the health area located in the lobby by door #2 in Site 1, into the purple room at Site #2 and to the health area in Site #3 for further evaluation and parent/guardian contact.
- Routine other agency workers entering the NLA to conduct scheduled activities/tasks:
  - All routine other agency workers entering the NLA are required to wear cloth masks throughout their visit at the NLA. If they do not have one, a disposable one will be provided prior to entering the building.
  - Each worker will report to the office door and request to sign in.
  - Each worker will be expected to have his/her temperature taken, review the health screening questions and will complete the digital sign in form which will be accessed on the computer/ipad located at the office. NLA staff will direct the person in how to use the digital form.
  - If they are meeting with someone, information regarding which staff and students they were in contact with will also be logged on the sign in form.
  - Each person will also document time of departure from the building by submitting another digital form.
  - The student the person is seeing will be brought to the worker. When the worker is done, the person needs to wait by the door until NLA staff return the student to his/her classroom.
- Parents/guardians:
  - All parents/guardians entering the NLA are required to wear cloth masks throughout their visit at the NLA. If they do not have one, a disposable one will be provided prior to entering the building.
  - Parents/guardians will be encouraged to pick up and drop off students without entering the building.

- If there is a need for them to enter the building, they will be required to review the health screening information, have their temperature taken and complete the sign in and out sheet located on the clipboard in the office.
- **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
- Parents/guardians can request distance learning at any time if they feel uncomfortable with their student attending in person programming or if the student and/or the family has been exposed to or been diagnosed with/tested positive for covid-19. If a student is experiencing symptoms, the parents/guardians may also request distance learning for the duration of the symptoms.
- Nursing staff will work with parents to 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. Training will be provided to school staff regarding the accommodations necessary for reducing the risk for a student. Training will be documented and shared with parents/guardians.
- NLA staff are provided with protective face coverings and shields. Classrooms are also stocked with hand sanitizer and the recommended bleach solution for disinfecting surfaces.
- NLA staff were provided with opportunities to ask questions regarding the plans for each scenario. They also have received communications from NLA and from Cloquet Public Schools (Cloquet holds the contracts for all NLA staff) with information regarding the upcoming school year and COVID-19. Staff have been and will continue to be encouraged to talk with the NLA administration and/or with the staff member's unit to discuss possible accommodations (if needed) and/or options within their contract.
- Employees with underlying conditions detailed in the guidance from the CDC will need to secure a doctor's note and consult with the NLA administration to determine reasonable accommodations for their particular needs.
- **Face Coverings and Shields**
  - Staff and children are required to wear cloth face coverings and/or face shields throughout the day.
  - Staff will be provided with 2 cloth masks and a face shield for their use. They also will be provided with training materials for their use and cleaning/disinfecting.

- Students will be provided with cloth masks for use each day and training on how to use them. Students will be given one in the morning and one for the afternoon. If a student needs another cloth mask, they will receive another one or they will receive a disposable mask.
- All cloth masks will be washed daily.
- Cloth face coverings should not be placed on:
  - Anyone who has trouble breathing or is unconscious.
  - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
  - Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
- **Hygiene Practices**
  - **Hygiene Supplies**
    - NLA staff will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used. Soap and paper towels are located at each sink. Hand sanitizer is located in each classroom and in the office. Each classroom and the office are also equipped with disinfectant wipes and/or bleach solution and paper towels for cleaning surfaces. NLA staff are trained in the use of both the wipes and the bleach solution.
    - The NLA Head Secretary maintains the inventory of all appropriate supplies and is responsible for ordering supplies in a timely manner to ensure there are adequate supplies on hand.
    - Hand sanitizer is located at the entrances of the building which staff and child care participants use. The building custodial staff is responsible for maintaining an adequate supply each day, however, if staff notice supplies are low, they are responsible for notifying the NLA Head Secretary. If notified, the Head Secretary will follow up with the custodial staff to get the supplies replenished.
  - **Hand washing**
    - NLA staff will build routines of hand hygiene into the daily school schedule for all children and staff, including handwashing and sanitation breaks during or between classroom activities.
    - NLA staff will teach, practice and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and children.
    - NLA staff will supervise the use of hand sanitizer by children.
    - NLA staff will ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.
    - NLA staff will reinforce hand washing by staff and children 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
  - Media, posters, and other tactics will be used to promote health etiquette expectations in highly visible locations

- **Cleaning and Disinfecting**
  - A schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day will be implemented by NLA staff and contracted custodial staff (Site #1 - Cloquet custodial staff, Site #2 - Our Savior's custodial staff, Site #3 - Proctor custodial staff).
  - NLA staff will use disinfectant wipes and/or the bleach solution in order to clean desks, chairs and tables as necessary throughout the school day.
  - Custodial staff will use disinfectant materials to
  - Staff will not use cleaning products near children. Staff will ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes. Cleaning and disinfecting products will be stored safely away from children.
  
- **Materials Handling**
  - Each student/child at child care will have an individual kit with the materials and supplies they need to complete assigned tasks and activities each day at their home for use during distance learning. This kit will include individual use sensory tools, also. Parents can request replacement tools as necessary.
  - Each staff member will have an individual kit with the materials and supplies they need to complete assigned tasks and activities each day. Staff kits will be labeled with their name and kept in a convenient location for their use.
  - Students attending distance learning and staff will each be assigned an electronic device in which to complete online activities and required paperwork. Devices will not be shared. If staff need to teach students how to do things on their own device, staff will verbally instruct the student or use a visual while the student operates the device.
  - NLA staff are discouraged from using materials which are difficult to clean or disinfect.
  
- **Monitoring and Excluding for Illness**
  - Regular screening for symptoms and ongoing self-monitoring throughout the school day can help to quickly identify signs of illness and help reduce exposure. Staff and students will be encouraged to self-monitor for symptoms throughout the day.
  - Staff who develop symptoms during the school day must notify the NLA Nurse or the NLA Head Secretary in the school building immediately. If the staff member is able to transport him/herself home, he/she will go home and NLA office staff will check to make sure he/she has made it home. If the person is not able to drive home, the emergency contact for the staff person will be called. The sick staff person will be directed to wait in the designated health services area until their ride arrives. If at any time, the staff person is in need of emergency services, 911 will be called. The NLA nurse or other designated staff person will observe the sick staff member until his/her ride arrives.
  - Students and students attending child care who develop symptoms during the day must notify a staff member in their classroom. The staff member will notify the NLA nurse or the Head Secretary of the symptoms displayed by the student/child. The

student will be moved to the designated health services area and his/her temperature will be taken. The nurse will notify the student's parent/guardian of the symptoms and will ask if the parent/guardian noticed any symptoms. The Nurse and administrator and parent will follow the guidance in the *Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs*. A copy of these guidelines is below and can also be found at

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>.

If you have questions about these guidelines, please call your child's school and ask to speak to the school nurse.

We also ask families to follow the Minnesota Department of Health guidelines if you have come into close contact with someone from outside the household who tests positive for COVID-19. Those guidelines can be found below or at the following web address

<https://www.health.state.mn.us/diseases/coronavirus/contact.pdf>.

- **Handling Suspected and Confirmed Cases of COVID-19**
  - The NLA nurse will respond to any staff or student/child suspected of or confirmed positive for covid-19.
  - The NLA administrator will help coordinate with local health authorities regarding positive COVID-19 cases. All school staff and families should know who this person is and how to contact them.
  - Staff and families should call the NLA administrator to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable law and privacy policies, including with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). The administrator will work with the staff and family to meet the needs of the person unable to be at school.
  - Signage will be posted at the main entrance(s) requesting that people who have been symptomatic not enter the building.
  - Require that staff and students/children stay home if:
    - They have tested positive for or are showing COVID-19 symptoms, until they meet criteria (see MDH Decision Tree, below) for return.
    - They have recently had close contact with a person with COVID-19, until they meet criteria for return.
    - Follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (PDF) to determine who must stay home and when staff or students may return.
  - If a person comes to school who should have stayed home:
    - Immediately isolate symptomatic individuals in the designated space at school and send them home.

- NLA staff will ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is at least 6 feet away. Both the symptomatic student and the supervising adults should wear a cloth face covering or a surgical mask.
- Do not place cloth face coverings or surgical masks on anyone who is unconscious or has trouble breathing, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.
- Implement cleaning and disinfecting procedures following the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs ([www.health.state.mn.us/diseases/coronavirus/schools/clean.html](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)).
- NLA staff will work with the staff member or with the parent/guardian to develop a plan for how to transport an ill student or staff member home or to medical care if needed.
  - Plan for transportation of a sick staff member:
    - If the staff member is able to drive him/herself home, he/she will be released to return home and will check in upon arrival at home.
    - If the staff member is unable to drive, but is able to go home, he/she will contact someone to pick him/her up at school.
    - If there is no one available to transport the staff member, a van will be borrowed from Cloquet District and an NLA staff member will transport the sick person home.
    - If the staff member is in need of medical attention, the staff member will be transported to the nearest medical facility. 911 will be called if necessary.
  - Plan for transportation of a sick student/child attending child care:
    - The student's parent/guardian will be called to pick the student up.
    - If a parent/guardian is not able to transport the student, a van will be borrowed from Cloquet District and an NLA staff member will transport the sick person home.
    - 911 will be called if necessary.
- Notify MDH of confirmed COVID-19 cases among students and staff (as required by Minnesota Rules, Chapter 4605.7050). An MDH inbox has been established for school COVID case reporting: [health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us).
- Develop systems for notifying staff, families, and the public as needed if a person with COVID19 was on the school premises while infectious. Do this in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws.
- NLA teachers will move any student needing to stay home to the student's individualized distance learning plan. The NLA staff maintain engagement and learning activities for students who cannot be physically present in the classroom due to illness or exposure.

- The NLA administrator will work with any staff needing to stay home to implement work from home tasks if possible.

## ● Water and Ventilation Systems

- **Site 1# -**
  - The water and ventilation systems are controlled and maintained by the Cloquet School District.
  - The classrooms which have outside windows will use them to allow fresh air in as weather conditions and student/staff safety permit.
  - If a classroom or other school space uses a fan, NLA staff members will take steps to minimize air from the fan blowing from one person directly at another person to reduce the potential spread of any airborne or aerosolized viruses.
  - Students and staff will use water bottles which are filled as often as needed throughout the day to eliminate the need to use the drinking fountains. All drinking fountains within the building are disabled with the exception of the bottle filling function of fountains with that feature.
- **Site #2 -**
  - The water and ventilation systems are controlled and maintained by Our Savior's Church.
  - The NLA has a contract to purchase drinking water from Arrowhead Water - 1114 Cloquet, MN - 218-879-2672. It is delivered on an as needed basis. Students use water bottles or cups for their water.
  - The classrooms which have outside windows will use them to allow fresh air in if it is safe to have them open.
- **Site #3 -**
  - The water and ventilation systems are controlled and maintained by the Proctor School District.
  - The classrooms which have outside windows will use them to allow fresh air in as weather conditions and student/staff safety permit.
  - Students and staff will use water bottles which are filled as often as needed throughout the day to eliminate the need to use the drinking fountains. All drinking fountains within the building are disabled with the exception of the bottle filling function of fountains with that feature.

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- **Transportation**

- The students attending child care at the Northern Lights Academy are transported to and from the NLA by the district who referred them. Each of those districts have their own transportation plans and their drivers are responsible for implementing the plan for each scenario.
- If anyone has questions or concerns about the plans, they should contact the NLA administrator or the transportation director for the referring district.

- **Mental Health and Wellness**

- Staff, families, and students (age-appropriate) will be provided with information on how to access resources for mental health and wellness.
- The NLA social worker will make contact with each family at least weekly to offer support and help families connect with any services they may need.
- Students who are connected to mental health services will continue to receive those services based on the plans the individual mental health agencies have in place. The

NLA social worker will work cooperatively with the mental health agencies to ensure those plans continue.

- If a student is not receiving mental health services and families want to have services provided for their child, the NLA social worker will assist families with setting up the services.
- Staff, students, and families will be encouraged to talk with people they trust about their feelings and concerns regarding COVID-19.
- The NLA School Social Worker will facilitate social-emotional lessons for each of the classrooms at least twice per week to continue to work on skills based on student needs.

- **Nutrition**

- Breakfast will not be provided during distance learning.
- NLA staff will work with families to meet the lunch needs of students.
  - If a student needs lunch, the NLA staff will connect the student's parent/guardian with the person at their referring district responsible for facilitating the delivery of meals.
  - The referring district will deliver meals to those students.
  - NLA staff will check in with families to ensure that they are receiving the meals and will problem solve if there are issues.

### Internet and Device Access

- Each student will have a chrome book issued to them at the beginning of the school year. NLA staff will work with each student to teach the students how to use the chrome books and how to access the resources needed to complete the assigned tasks and activities.
- NLA staff will conduct training sessions with each parent/guardian during the first week of school to share how to use the chrome book and what their child will be using the chrome book for during the school year. Parents/guardians will be provided with all the login information for their child.
- NLA staff will survey families to determine the level of internet access at the family's house in order to plan for times when there needs to be hybrid or distance learning. If families do not have access to the internet, they will be provided with a hotspot which is connected to the chromebook in order for the child to access the internet and complete his/her educational activities and tasks.
- Students will have a chromebook assigned to them which is kept at home during distance learning for their access to the digital tools the teachers will use to provide . If a child needs to have a hotspot to access the internet, the hotspot will stay in the case with the chromebook.

### Recess for students/children attending child care:



- Recess equipment will be disinfected daily and students are encouraged to maintain 6ft. of distance between each other.
- Students and staff will wash their hands or use hand sanitizer before and after each recess or recreation time.

## **Attendance**

- **Distance Learning Sessions:**
  - Each student attending NLA will have an Individualized Distance Learning Plan which is included in the student's Individualized Education Plan. This document will provide specific information regarding how services will be provided and how attendance will be taken during the Distance Learning Plan.
    - Returning students have an Individualized Distance Learning Plan which was written for the Spring Distance Learning that will be updated during the first few weeks of the school year. The updated plans will be written into each student's new IEP.
    - New students will have these plans written right into the new IEP which is developed with the IEP team when they enroll in the NLA.
  - NLA special education teachers will develop an individualized daily schedule for each student which will include:
    - A morning meeting with a check in and interaction between the teacher and other students in the classroom.
    - A couple of assigned tasks.
    - A check and work session with a paraprofessional for the student to receive para support to work on assigned tasks.
    - Another scheduled meeting with the teacher to receive direct instruction related to the student's IEP goals and general education curriculum.
    - Another couple of tasks.
    - An afternoon meeting with a check in/out and interaction with classroom staff.
  - NLA special education teachers will work with students to provide daily To Do Lists for when students are working from home.
  - Schedules are subject to change based on discussions with parents/guardians when issues arise. The new schedule will be put into writing as an amendment to the Distance Learning Plan which is part of the student's IEP.
- Distance learning instruction can be provided in a manner where students receive daily, interactive instruction remotely while off-site. The manner in which instruction is provided can be flexible among schools and grades but daily instruction must be scheduled for all students irrespective of the model used for delivering that instruction. Teachers are expected to provide daily interactive instruction to their students. Students are expected to have interaction with their teacher(s) to be considered in attendance on a given day. Students must have actual documented student-teacher or parent teacher contact on a given day to be reported as in attendance on that day, i.e., schools must take positive rather than passive attendance.
- Attendance must be taken and recorded at least once per day based on a teacher's direct

interaction with the student. This interaction could be participation in a video class or chat; a phone call with the student, or for younger students, with the parent; posting completed coursework to the learning management system; turning in completed coursework on a given day along with a record of teacher contact, e.g., phone call, text message exchange, etc. Students for whom no teacher has direct interaction on a given day are reported as absent for that day.

- The school's distance learning plan must include a process to identify and follow-up with students experiencing frequent absences to assure that issues of equitable access or barriers to participating in instruction can be identified and resolved.
- Each student and teacher has a daily schedule that supports the length of the school day reported, the dates of instruction, the classes in which the student is enrolled and the student's Percent Enrolled as reported on MARSS. Students participating for less than the full scheduled school day are reported as part time.

### **Communication with Students, Families, and Staff**

A draft plan was developed by NLA administration using information from meetings and discussions with teachers, paraprofessionals, students and families at the end of the 2019-2020 school year.

- A meeting with certified staff and Head Secretary was held to review the draft and make revisions
- A meeting with paraprofessionals was held to review the draft and make recommendations for revision
- Phone calls will be made to each parent/guardian to review each of the plans and how they would work for students. Parents/guardians will be given the opportunity to provide feedback and ask questions. The draft plan will be revised as needed based on the feedback received.
- The updated draft plan will be presented to the NLA Board for review and revision.
- When the draft plan is approved by the NLA board, a user friendly summary will be sent to all parents/guardians and staff. A link to the full document will be provided to parents and staff in the summary. The approved plans will be posted on the NLA webpage.
- Throughout the use of each of the plans, the special education case managers and school social worker will have regular contact with parents/guardians. When an issue arises or parents/guardians state something is not working, they work collaboratively to figure out a solution and bring it to the attention of the NLA administrator. If changes need to be made to each student's Individualized Plan, the student's IEP team will be convened to discuss the issues and concerns and how to address them.
- A guide which details the responsibilities and supports parents/guardians have during each Scenario will be sent to each home. NLA special education teachers and the NLA social worker will contact each parent/guardian to discuss the responsibilities and supports at each scenario.

### **Student and Family Engagement**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding the engagement of students and families. The staff at NLA is using the following procedures to engage students and families:

- Case managers set up the method of daily contact with each student and his/her parents/guardians during distance learning. Case managers will use phone calls, text messages, emails and video conferencing. Parents/guardians made choices based on which method would work best for their child and their family's schedule and needs. Parents/guardians also chose what time of day worked best for the contacts.
- During Distance Learning, case managers check in regularly with parents/guardians to revise the plan as needed when things are not working or when another option would improve the process. Revisions have been made regarding the method of contact as well as the time of day for the daily contact.
- The Northern Lights Academy school social worker also set up weekly contact with each of the NLA students and parents/guardians and continues to revise the method of contact and the day(s) of the week/time of the day for the contact. The NLA social worker is responsible for providing mental health supports as well as helping parents/families to connect with community supports when needed.
- The NLA Assistant Director of Special Education (the administrator for NLA) will check in with parents/guardians and other community members to determine if there are additional things the school can be doing to provide necessary support for the students enrolled in the NLA and their families.
- If case managers are unsuccessful at assisting a student and providing access to services, the NLA administrator will work with the school team and other community resources to make contact with the student and his/her parents/guardians to problem solve and figure out a way for the student to access the services. When a solution is determined, the student's individualized distance learning plan will be revised to include the solution.

### Home Visits

NLA school staff may visit a student's home to build and preserve relationships with the student and their families. Under no circumstances should school staff enter the student's home or place of residence. The visit may occur outside of the student's home or at another suitable outdoor location, such as a park or taking a walk. Limit visits to no longer than 45 minutes. Students, staff, and families shall follow MDH and CDC Public Health Guidelines, including social distancing at least six feet of separation at all times. All students, families, and staff should wear appropriate face masks at all times. If school staff are handing off instructional materials or other items, staff should follow the same procedure used in school to hand off materials or receive materials from the student and family.

Home visits are NOT a requirement and this section should not be construed to encourage or require school staff, students, or families in at-risk categories to act inconsistently with public health recommendations or the advice of their doctors.

### Activities and Athletics

Other than gym activities during the school day, there are no extra-curricular activities and

athletics offered at the Northern Lights Academy.

### **After School Programming**

Northern Lights Academy does not provide any after school activities.

### **Care for Children of Families of Emergency Workers**

The Northern Lights Academy is following the guidance from the MN Dept of Education regarding the Care for Children of Critical Workers. The Northern Lights Academy is following these steps in order to comply with the direction from MDE if Scenario 3 is in place:

- Communicate with each parent/guardian by email and/or by phone to explain the option for emergency child care and to determine which school aged children need emergency child care based on the parent/guardian's status as a critical worker.
- Work with families to verify which students are eligible for emergency child care, either by obtaining a letter from the employer or by viewing a parent/guardian's employment badge.
- Work with the resident/referring district to determine if the resident/referring district is going to send the student to the NLA or if the resident/referring district is going to provide the emergency child care.
- Work with the resident/referring district and parents/guardians to get transportation in place for any student who will have emergency child care at the NLA.
- Work with parents/guardians of students attending emergency child care to determine if the student needs extended care - both before school hours care and after school hours care.
- Ensure that parents/guardians understand that there is no cost to them for this care.
- Screen all children entering the building for emergency child care for symptoms of illness per the guidance from the MN Dept of Health.
- Provide supervision and activities for children in need of emergency child care.
  - Care will be supervised by NLA paraprofessionals.
  - Activities will take place in several designated spaces within NLA.
  - Children will be divided into small groups if there are more than 3 students in order to provide social distancing.
  - Children will be required to follow the same health and safety requirements mentioned earlier in this scenario.
  - Children will be required to follow the school schedule set up by the special education teacher and families.
  - Children will be provided down time as available which may include a variety of activities. Examples include: reading time, game time, gym time, puzzles, drawing and other craft type activities.
  - Provide meals for the children in need of emergency child care.