

Sterling School Restart Quick Guide

We believe that it is critically important for all of our students to attend school in person as much as possible. It is our intent to use the state “odometer” for risk level to adjust our practices to align with the risk level in our school district, county or local health unit.



Activity	Critical	High	Moderate	Low	New Normal
School	Mostly in person; high risk, family choice, or quarantine individuals learning online if there are low to no cases in the school.	Mostly in person; high risk, family choice, or quarantine individuals learning online if there are low to no cases in the school.	Mostly in person; high risk, family choice, or quarantine individuals learning online	Mostly in person; high risk, family choice, or quarantine individuals learning online	School as normal with safety precautions
Food Service	Additional precautions	In school and to go lunch available for pickup; Socially distant lunch breaks	In school and to go lunch available for pickup; Socially distant lunch breaks	Fairly normal lunch routine. Some “to go” hot meals available for pickup.	Lunch as normal
Cleaning	Clean x2 where people are using the building	Clean x2 where people are using the building	Routine cleaning with extra disinfection of high touch/use areas.	Routine cleaning with extra disinfection of high touch/use areas.	Normal cleaning routine with additional disinfection procedures

Assumptions & Assurances

Sterling School believes:

- Every student should have the opportunity to engage in learning, regardless of the spread of COVID19 in our community.
- Schools have a vital role in providing safe environments for students, focusing on both social emotional and physical health.
- By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
- Our district will make decisions based on the most current guidance from local, state, and national health care officials.
- Our School Board will ensure our plan meets the needs of our students, educators, staff and community.

Our Planning Team

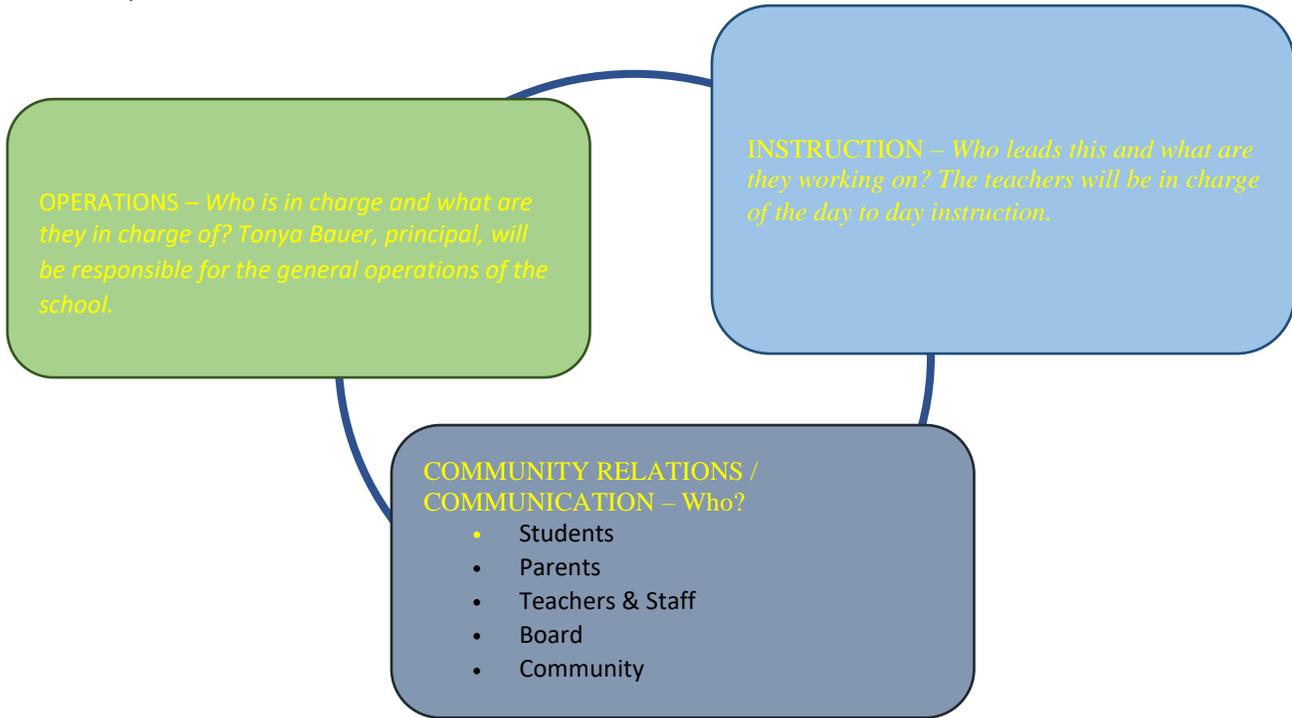
The Sterling School's Return to Learning Plan was crafted and reviewed by a team consisting of the following:

- Educators
- Custodial Staff
- Parents
- Burleigh County Health
- Students
- a School Board member
- School Principal

Input was gathered by various means to allow for a wide range of input, while maintaining social distancing.

COVID-19 Response Team & Coordinators

This organizational structure was crafted to assist in the development and monitoring of the district return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the district responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a nimble and responsive process to address issues that may not be recognized today.



The three components have been identified as key operational teams that consist of multiple departments. Each operational team will work implement the return to learn plan and address challenges as they arise.

COVID-19 Building Level Coordinators

Each school building will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. Coordinators will make themselves available to the NDDoH 24 hours a day / 7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will be report cases of COVID-19, found in the school setting, to health officials and the State Superintendent’s office.



Tonya Bauer, Principal, will assume the role of building level coordinator in all Sterling School buildings. If the coordinator is unable to be reached the secondary contacts will be Brenda Meier, teacher.

Phases

The following phases will be used to define the community risk level associated with COVID-19. These phases align with the color-coded guidance in the ND Smart Restart Plan. Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community. [ND Smart Restart Plan](#)



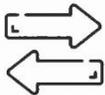
Instructional Models

The instructional models used by the district will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above. This is a guide as instructional models could be altered based on other factors, such as occupancy levels, age of children, and abilities to move certain classes online.



Traditional Learning

All instruction is delivered in-person with some building and group modifications. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.



Blended Learning

Students report to school on a modified schedule. Multiple hybrid models of instructional delivery may be appropriate to meet the educational needs through a variety of delivery models.



Distance Learning (List LMS System Used)

All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student.

Health and Safety Guidance

The district strives to provide a healthy and safe environment for all who occupy our schools. The following guidelines are intended to provide a framework for the district's response to COVID-19.

Resources

ND Department of Public Instruction - <https://www.nd.gov/dpi/parentscommunity/nddpi-updates-andguidance-covid-19>

ND Department of Health - <https://www.health.nd.gov/diseases-conditions/coronavirus>

Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Best Intentions

Despite taking every reasonable precaution, there is no guarantee that our school's will be without risk as it relates to COVID-19. The virus will be present on our buses, in our classrooms, and at our activities. In certain situations, social distancing is not possible in a school setting. Our actions, as outlined in this plan, will not prevent any student or staff member from being in contact with the virus.

Protect Yourself and Others

Wash your hands often



- Wash with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

Avoid close contact



- Keep social distance from others especially important for people who are at a higher risk of getting sick.
- Alternate or modified schedules, adjustments to use of common areas, use of outdoor spaces and other actions that increase physical separation may be considered.
- The sharing of instructional materials should be limited as much as possible.
- Physical separation on busing, one student per seat, will be recommended but cannot be guaranteed.
- Sterling School discourages visitors, parents or guardians from entering the school building. Should a visitor have to enter the school a mask will be provided to them and social distancing will occur.

Cover coughs and sneezes



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw tissues away and wash hands or use hand sanitizer to prevent spread.

Clean and disinfect



- School staff should clean and disinfect frequently touched surfaces daily.
- Shared materials (not recommended) should be cleaned after each use.
- Classrooms will be thoroughly cleaned and sanitized nightly by custodial staff.

Cover your mouth and nose with a cloth face cover when around others.



- The wearing of masks will be applied in phases based on the phases within the [ND Smart Restart Guidance](#)
- Educators need to teach students how to properly wear a face covering so they are prepared to use them on school buses or other situations in close proximity with others.
- Resources from NDDPI and MPS will be provided to teachers.
- In specific instances the wearing of a face covering (mask) may be required. These are explained in the table below.
- The wearing of face masks is not required in the Green or Yellow stage. In the Red stage it may be required of determined to be necessary in consultation with local health officials.



Sterling School COVID-19 PPE Guidance

STAFF	PPE
All staff (other than what is outlined)	Dividers will be in place during instruction time. Face masks are encouraged. Social distancing is encouraged.
All Students	Face masks are encouraged. Social distancing is encouraged.
Kitchen Staff	Dividers will be in place during instruction time. Face masks are required while food is being prepared. Social distancing is encouraged.
Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e. Nurse, SPED, EL, educator)	Dividers will be in place during instruction time. Face masks are required while food is being prepared. Social distancing is encouraged.
All staff and students in school bus	Face masks are encouraged. Social distancing is encouraged.
All staff	Dividers will be in place during instruction time. Face masks are encouraged. Social distancing is encouraged.
All Students	Face masks are encouraged. Social distancing is encouraged.
All staff and students in school bus	Face masks are encouraged. Social distancing is encouraged.
Red/Orange is the same as yellow.	Red/Orange is the same as yellow.



Monitor your health daily

- Be alert for symptoms. Watch for a fever, cough, or shortness of breath.
- Parents are asked to screen their children each day before sending them to school. Use the screening guidance provided (see appendix).
- Staff and students who are sick should stay home.
- Temperatures of symptomatic students or staff may be taken at the school office.
 - Symptomatic students will be isolated, and their guardians contacted.

Health & Safety Protocols

Student & Staff Health

Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. Sterling School will take the following measures to ensure all students and staff are healthy while they are at school.

Identifying Students & Staff at Higher Risk

- Back to School and enrollment processes will include questions asking families to identify if their child is at-risk, based on a health professionals' diagnosis. This information will be provided to the building principal (COVID-19 Coordinator) who will contact the family and discuss instructional model options.
- The Principal will inquire of all employees if they are at-risk, based on a health professionals' diagnosis. The Principal will work in partnership with the employee to coordinate adjustments to the work schedule or workplace.
- When the NDDoH or our Burleigh County local health inform the district of a student or staff member that is COVID-19 positive that information will be passed on to Principal as allowable within district policy and law.

Isolation & Quarantine

- Definitions (see appendix for more information).
 - Isolation – For people who are already sick from the virus. A prevention strategy used to separate people who are sick with the virus from healthy people.
 - Quarantine – For people who are not sick but have been exposed to the virus. A prevention strategy used to monitor people who were exposed for a period of time.
- Sterling School will follow isolation and quarantine guidelines and directives as set by NDDOH and Burleigh County local health unit.

If a student or staff members becomes sick at school

- Student
 - Direct / escort the child to the office.
 - The child shall be provided a facial covering and isolated in the building sick room.
 - Parent / guardian will be contacted to pick up their child.

- Staff
 - Inform the principal immediately and wear a face mask / shield until they can be replaced if supervising students at that time.
 - Leave the school building/grounds and consult with a health care professional.

Return to School

- When a student or staff member has been isolated or quarantined as directed by NDDoH or Burleigh County Health they will be allowed to return to school after being cleared by the NDDoH.

Guidance for Grade Level & School Building Level Closure

This is intended as guidance for COVID-19 Coordinators and school leaders on when to close classrooms, grades, and buildings.

- Close contact as defined as being within 6 ft. of another individual for 15 min or greater.
- If a school is closed for any length of time, the district will determine which mode of instruction will resume.
- NDDoH may close a school or district at their discretion.

We will need to work with your local health office to determine the criteria locally for closure

Blue / Green Phases – Low & Normal Risk

Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. <ul style="list-style-type: none"> ◦ Distancing on a school bus will be difficult, we encourage parents to consider this when sending kids to school. • Buildings routinely cleaned and disinfected according to CDC guidelines. <ul style="list-style-type: none"> ◦ Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Masks will be encouraged, especially in common areas.
Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in common areas. • Some school events, assemblies and gatherings may be changed or cancelled. • Access to campus may be limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Students issued “technology” and trained on how to access online learning resources adopted by school. • Limited use of shared materials and supplies. • Desks/tables arranged to allow for cohort groups and social distancing where possible and reasonable. • Staff and students working in close proximity will be advised to wear a face covering or use dividers.
Common Areas:	<ul style="list-style-type: none"> • Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups. • Schedules may be altered to reduce cohorts passing in common areas. • Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.
Extracurricular& Activities:	<ul style="list-style-type: none"> • Activities other than playing on the playground will be closely monitored prior to commencement.
Transportation:	<ul style="list-style-type: none"> • Spray down each seat after every route • Provide hand sanitizer at the main door
School Meals:	<ul style="list-style-type: none"> • Offer meals to all students with through meal service or curbside pick up. • Utilize cafeteria space while following social distance guidelines. • All staff will wear masks while preparing food and serving. • Modify lunch schedules if needed. • Salad bars may be used on guidance from the health department. • Simplified menu may be used.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Hand washing, social distancing, and floor signage around the school.
Instructional Plan:	<ul style="list-style-type: none"> • Students attend school on sire 5 days a week. Normal schedule • Instruction and grading will resemble a typical school day.

Yellow Phase = Moderate Risk

Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Constant monitoring and communication between staff and families on current cases. • Maximize social distancing where possible. • Support blended learning model if needed
Districtwide Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, school, etc). • Social distancing where possible and reasonable. <ul style="list-style-type: none"> ◦ Distancing on a school bus will be difficult, we encourage parents to consider this when sending kids to school. • Buildings routinely cleaned and disinfected according to CDC guidelines. <ul style="list-style-type: none"> ◦ Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be maintained in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled. • Access to campus may be additionally limited, with new protocols. • Limit the items taken home and brought back to school every day. • Increase the frequency of cleaning and disinfecting focusing on high-touch areas.
Classrooms:	<ul style="list-style-type: none"> • Students may be attending school on a hybrid schedule. • Students will be expected to engage in learning opportunities online on days they are not in school. • Limit sharing of materials among students. Students need to have own materials. • Desks arranged to allow for cohort groups and social distancing where possible and reasonable. • Staff and students working in close proximity will be advised to wear a face covering or use dividers.
Common Areas:	<ul style="list-style-type: none"> • Address how your students might move around the meeting – cohort groups? Limiting exposure? • Address whether schedules might be altered to reduce cohorts passing in common areas. • Address your Lunch times and locations and how they may be altered to reduce the number of students in the cafeteria at any one time
Activities:	<ul style="list-style-type: none"> • Activities, other than recess, may be limited.
Transportation:	<ul style="list-style-type: none"> • Same as Green/Blue • Limit seating on bus
School Meals:	<ul style="list-style-type: none"> • Same as Green/Blue • No Salad Bars
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

Orange / Red Phases – High & Critical Risk

Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Constant monitoring and communication between staff and families on current cases. • Maximize social distancing where possible. • Support blended learning model if needed
Districtwide Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, school, etc). • Social distancing where possible and reasonable. <ul style="list-style-type: none"> ○ Distancing on a school bus will be difficult, we encourage parents to consider this when sending kids to school. • Buildings routinely cleaned and disinfected according to CDC guidelines. <ul style="list-style-type: none"> ○ Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line. Online instruction will be used district wide in all courses at all grade levels. • Instruction will focus on essential learning targets. • Attendance and academic progress will be expected. • Grading policies will not be suspended. • Local food distribution may be implemented by food service program.
Schools:	<ul style="list-style-type: none"> • Closed to the general public except students, teachers, and staff.
Classrooms:	<ul style="list-style-type: none"> • Protective measures will be maintained in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled. • Access to campus may be additionally limited, with new protocols. • Limit the items taken home and brought back to school every day. • Increase the frequency of cleaning and disinfecting focusing on high-touch areas.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Athletic and other extra/co-curricular activities likely suspended.
School Meals:	<ul style="list-style-type: none"> • Serve Lunch room/curbside meals to go following all federal guidelines.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

Disclaimer – This is a working document and if changes are determined to be needed, said changes will be brought to the school board for approval. Updated 10-12-2020

BEFORE SCHOOL!

Parents are asked to review this
daily health checklist by answering these questions before sending
their child to school.

(Parents do not need to send the questionnaire to school)

Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?

Yes ___ No ___

Does your child have a new or worsening shortness of breath?

Yes ___ No ___

Does your child have new or worsening cough?

Yes ___ No ___

Does your child have a fever of 100.4 or greater?

Yes ___ No ___

Does your child have chills?

Yes ___ No ___

Does your child have a sore throat?

Yes ___ No ___

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

Yes ___ No ___



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



If you are able to answer
NO to all
questions, go to school.

COVID-19: What's the Difference Between Physical Distancing, Quarantine and Isolation?

	PHYSICAL DISTANCING	QUARANTINE	ISOLATION
Who is it for?	People who haven't been exposed to the virus or are not aware of exposure to the virus.	People who don't currently have symptoms of the virus but were exposed to the virus.	People who are already sick from the virus.
What is it?	A precautionary measure used to help prevent the spread of the virus.	A prevention strategy used to monitor people who were exposed to the virus for a period of time to see if they become ill.	A prevention strategy used to separate people who are sick with the virus from healthy people.
Where does it take place?	Takes place outside the home in public places like grocery stores and work environments.	Takes place in a home setting.	Can take place in a home when medical attention is not required. Takes place in a hospital when medical care is required.
When do I use it?	At all times until further directed by the ND Department of Health.	If you have recently traveled internationally or have known exposure to the virus.	If you have tested positive or have symptoms and have not yet obtained a test.
How long is it for?	At all times until further directed by the ND Department of Health.	14 days after your last exposure. Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine.	A minimum of 10 days from the beginning of symptoms and 72 hours after your fever is gone without the use of fever-reducing medicine and other symptoms have significantly improved.
What does this mean for my daily life?	<ul style="list-style-type: none"> • Avoid large gatherings. • Stay 6-feet away from people. • If you are unable to stay 6-feet away from other people, wear a cloth face covering. • Call or video-chat with friends or loved ones, particularly those that are elderly or have underlying health conditions that places them at high-risk. • If possible, work from home. • Practice good hygiene and avoid shaking hands or touching your face. • If you become ill and need medical attention, call your health care provider. 	<ul style="list-style-type: none"> • Stay at home and avoid close contact with others. • Do not attend school, work or any other setting where you cannot maintain a 6-foot distance from other people. • Call or video-chat loved ones. • For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. • Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. • Monitor your symptoms. If you become ill and need medical attention, call your health care provider. 	<ul style="list-style-type: none"> • Do not leave your home unless it is in an emergency. If you are in a home with others, stay in a "sick" room by yourself and, if possible, do not share a bathroom. • If you have a pet and live with others, do not touch your pet. • For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. Try to stock up for the duration of the isolation. • Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often. • If a caregiver cleans your room or bathroom, they should wear a mask and wait as long as possible after you've used the bathroom. • Contact your health care provider immediately if you experience severe symptoms.