



## Prior Lake-Savage Area Schools Coronavirus (COVID-19) Response Plan

The purpose of the Prior Lake-Savage Area Schools' Coronavirus (COVID-19) Response Plan is to outline district processes and action steps that will be taken in the case of a Coronavirus incident. The primary focus of this plan is to protect the health and wellness of district students and staff. All district efforts including communication to parents and staff members will have health and wellness at the forefront.

### Monitoring health conditions

- The Minnesota Department of Health has primary responsibility for the overall monitoring of Minnesota residents who may be exposed to the Coronavirus, and they would inform the District of steps they expect the district to implement.
- PLSAS will closely monitor the health conditions of students and employees while they are in school in order to detect any potential for the presence of an infectious illness, including Coronavirus.
- Parents should immediately notify the district of any family member who exhibits any serious symptoms that could impact students or staff members.
- Parents who have questions about symptoms their child may be exhibiting should contact their primary care physician. School health staff cannot diagnose illnesses.

### Prevention methods

Under the guidance of the MDH, we are recommending the following simple, everyday habits to help prevent the spread of illness throughout our school communities:

- As always, staff and students should stay home if they are feeling ill, have a fever of 100 degrees or more, or are exhibiting flu-like symptoms such as fever, cough, shortness of breath.
- Wash hands often with soap and water for at least 20 seconds.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Use your own water bottle - do not share.
- Cover a cough. Cough or sneeze into an elbow or use a tissue and place immediately in the trash.

### Travel out of the area or travel out of the country

- With Spring Break coming up at the end of March, PLSAS realizes that travel will increase exponentially.
- School districts do not have the authority or the means to monitor the personal travel of students and families or to restrict school attendance as a result of travel.
- We request that families be aware of, and comply with, the [recommendations of the CDC](#) with regard to travel abroad, particularly to countries with Level 3 Travel Health Notices. If families choose to travel to countries on the list, the CDC recommends a 14-day self-imposed quarantine. School districts do not have authority to impose or monitor quarantines for individual students or families but request that families comply with these recommendations.

- We are monitoring our upcoming student trips that are taking place domestically and abroad. Any future changes that may be needed will be determined based on CDC warnings and advisories (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>), along with advice from our travel companies.

### **Determining if a school will close as a result of a Coronavirus incident**

If public health officials identify a staff member or student at PLSAS as a patient under investigation or a confirmed case, the MDH will reach out to school health staff and administrators to provide information and guidance on notifications and other infection prevention actions. MDH will help determine the appropriate steps to take and would decide the need for quarantining people on a case-by-case basis.

Under consultation with the Minnesota Departments of Education and Health, the district would make the determination to close a school(s) or district as a result of a Coronavirus incident.

### **In the event of a school closing**

The district recognizes that the first priority is the health and safety of staff and students. Should staff and students become ill during a school closing, the expectation is for their priority to focus on their health and getting better. Academic instruction and learning can happen once staff and students have regained their health and condition improves.

If the situation ever occurs that a school or all schools need to be closed due to the threat of the Coronavirus, PLSAS intends to provide instruction in all affected grades. This will require the full cooperation of students, teachers and parents to make this instruction meaningful and in compliance with the full expectations of Minnesota statutes. The Superintendent, in consultation with the Minnesota Department of Education, may call for Personalized Flex Learning days for students.

If MDH recommends a school closure, it is unlikely that any other activities would be held in the building that is closed. PLSAS will be in consultation with MDH regarding whether or not staff will be allowed into a building(s) during a closure.

If a school or schools need to close, communication will be sent via the same channels we use when weather causes school or program closures - email, text, phone, social media and website.

### **Teachers' responsibility if schools are closed**

If schools are closed during a pandemic, teachers will not be expected to report to work. In addition, the district's Circle of Friends/early childhood programs will also be closed.

- Staff will provide guidance and feedback on class work through Seesaw (elementary) and Schoology (secondary).
- Teachers will also be accessible by district communication tools during regular school hours.
- If a staff member is not available during Personalized Flex-Learning Days due to illness or a personal day, the teacher will communicate with the student/family within 24 hours of their return to work.
- Staff will provide appropriate and reasonable accommodations for students who are on 504 plans, IEP, and/or additional reasons appropriate to assist students in achieving the learning outcomes.

## **Student expectations if schools are closed**

- Students will log into the courses through the district's Learning Management System to access the educational activities and complete them.
- Students who do not have electronic access and/or not provided a school district device, educational activities will be sent home prior to the school closure so that students can complete the educational activities through paper/written format.
- All students will have up to 5 days to turn in assignments, receive credit and verify attendance (provisions will be made for students with IEPs or 504 plans)

## **Transportation**

- Buses will run routes for any open schools in the district. Modifications will be made due to any closed schools.
- If the entire District closes, there will be no need for bus service.

## **Impact on Home-Based Programs, Homebound Instruction, or additional Services**

If schools are closed, the district's home-based programs or services will also be closed. No service will be provided for parents. In addition, the district's early childhood programs will also be closed.

## **Considerations for Community Education Services and Programs**

If the schools are closed, all programs and services sponsored by the district's Community Education program will also be closed or not offered. This includes, but is not limited to Kids' Company, Circle of Friends Preschool, Early Childhood Family Education classes, Adult Basic Education and Adult Enrichment classes, driver education and community use of school facilities. A determination on programs fees will be made on a program-by-program basis including possible options for rescheduling activities or classes and/or refunding fees.

## **Measures to be taken by the district to reduce the spread of germs**

- Although the district already does regular cleaning on a regular basis, the level of cleaning and disinfecting will be accelerated in common spaces and classrooms of every school in the event of a Coronavirus incident.
- Parents are asked to encourage their children to increase hand washing, per MDH guidelines: <https://www.health.state.mn.us/people/handhygiene/>

## **Cleaning products, routines**

Custodians clean the schools in the evenings, focusing on counters, drinking fountains, bathrooms and sinks. If a classroom or grade level at a school experiences an unusually high absence rate due to flu or colds, additional sanitizing is done.

Lunchroom cashiers are wiping PIN keypads frequently, as well as all serving utensils used by students at salad bars. Elementary students wash hands before eating lunch, either in the bathroom or at hand sanitizer stations outside the cafeteria entrance. Parents of secondary students are asked to please remind your students of the importance of washing hands before eating.

According to the CDC, handwashing with soap and water is the most effective way of preventing the spread of illness. Students and staff can bring their own hand sanitizer to school if they wish.

### **Use of Employee Sick Leave**

Use of sick leave will follow contract language. If broad exceptions are made, specific details and decisions will be communicated when necessary.

### **Substitute Employees**

When school remains open, the district will continue to work with Teachers On Call to provide substitutes for certified staff and paraprofessionals. As much as possible, the department will work to provide appropriate substitutes for other employees groups when employees are unable to report to work.

### **Employee Attendance**

The district will follow district policy and bargaining unit contracts for employee attendance.

### **Essential District Office Personnel during Shutdown**

During an extended school shutdown, the Executive Leadership Team will determine the district office essential employees that will be required to report to work in order to ensure continued operations in the following functional areas:

- Communications - Director of Communications
- Community Services - Director of Community Services
- Finance - Executive Director of Business Services
- Human Resources - Executive Director of Human Resources
- Operations Admin - Director and Assistant Director
- Teaching and Learning - Assistant Superintendent
- Technology - Director of Technology
- Superintendent's Office - Superintendent

Contingency plans will need to be made to cover critical functions if employees are sick and unable to work.

### **Communications**

- All district communications will come from the PLSAS communications department in consultation with district Licensed School Nurses and Public Health officials.
- The department will share consistent messages with staff, students, parents and community residents.
- Information will be sent via the main district communication channels including: email, website, social media, and our parent phone notification system, including text and voicemails.
- The district may also establish a dedicated phone line with up-to-date information.
- More information on the Coronavirus is available at <https://www.cdc.gov/coronavirus>.
- If you have additional questions about COVID-19, we encourage you to review the [latest information available from the Minnesota Department of Health](#) or call the MDH hotline: (651) 201-5414

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