

# Mountain Lake Public Schools

## 22-23 COVID Preparedness Plan

State officials require the School District School to create a Preparedness Plan for the implementation of **In Person Learning Plan** for the 2022-23 School Year.

In accordance with recent policy modifications and requirements from the Minnesota Governor, the Minnesota Department of Education, and the Minnesota Department of Health, ISD #0173 will continue to implement an In Person Learning Plan for the 2022-23 School Year.

ISD #173 is committed to providing a safe and healthy workplace for all our workers, guests and visitors. Our goal continues to be: to mitigate the potential for transmission of COVID-19 in our workplaces and communities. ISD #173's COVID-19 Preparedness Plan follows the guidance for schools developed by the state of Minnesota: MDE, MDH, Governor, County, Regional officials.

Ongoing revisions to this COVID-19 Preparedness Plans have occurred since April 2019 and will continue on a regular basis.

**1st Revision:** August 13, 2020  
MLPS Restart Blueprint Plan 20-21  
School Board Approval: August 24, 2020

**2nd Revision:** September 3, 2020  
MLPS Restart Blueprint Plan 20-21  
School Board Approval: September 21, 2020

**3rd Revision:** June 11, 2021  
COVID Preparedness Plan 21-22  
School Board Approval: June 23, 2021

### **School Board Review 2021-22**

August 16, 2021 Regular School Board Meeting  
September 20, 2021 Regular School Board Meeting  
October 18, 2021 Regular School Board Meeting  
November 15, 2021 Regular School Board Meeting  
December 20, 2021 Regular School Board Meeting  
January 6, 2022 Special School Board Meeting  
January 18, 2022 Regular School Board Meeting  
February 22, 2022 Regular School Board Meeting  
March 21, 2022 Regular School Board Meeting  
April 20, 2022 Regular School Board Meeting

**4th Revision:** August 2, 2022  
 COVID Preparedness Plan 22-23  
 School Board Approval: August 15, 2022

**5th Revision:** August 18, 2022  
 COVID Preparedness Plan 22-23  
 School Board Approval: September 19, 2022

**School Board Review 2022-23**  
 August 16, 2021 Regular School Board Meeting  
 September 19, 2022 Regular School Board Meeting

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## **Part One: Introduction**

The MLPS COVID Preparedness Plan for 2022-2023 outlines five goals that Mountain Lake Public School District is dedicated to working towards.

1. The safety of students, staff, parents and community
2. Prioritize in-person learning
3. Consider infectiousness and transmission risk among different ages
4. Support planning, while permitting flexibility for students, staff and parents.
5. Take into account disease prevalence at the local level

This plan outlines how Mountain Lake Public School District will integrate CDC guidelines, MDH guidelines, and MDE requirements, in order to provide staff and students with a safe place to learn and educate.

This plan may change as guidance from: Governor Walz, CDC, MDH and MDE is sent to the school district.

## **Part Two: Our School Preparedness Plan**

### **General Parameters**

- To begin the 2022-2023 school year, Mountain Lake Public School District will review guidance from: CDC, MDH, MDE, county public health to support the safety of all who are a part of the District.
- Mountain Lake Public School District utilizes State, Area and Cottonwood County data to make decisions to ensure the safety of all.
- District Superintendent Bill Strom is responsible for monitoring the data and responding accordingly.

### **Contingency Planning and Flowing in Scenarios**

- As viral activity changes Mountain Lake Public School District will analyze the data, consult with others to determine which learning model should be implemented.
- As needed, the District will consult with local, county, regional and state public health officials, MDH and MDE through the Regional Support Teams.
- Parents, guardians, staff, and students will be notified of scheduling changes through any of the following as the situation requires: JMC Parent email, District Facebook, Instant Alert phone & text, etc.

## Part Three: Communication

### Taskforce Members

Mountain Lake Public School District has formed an ongoing District Taskforce to work on this plan and the necessary modifications needed for the upcoming 2022-2023 school year. The taskforce includes, but is not limited to, the following people.

<b>Name</b>	<b>Title</b>
Bill Strom	Superintendent
Michelle Larson	7-12 Principal / High School Building
Brandon Henning	B-6 Principal / Elementary School Building
Lana Sander	School Nurse
John Carrison	Building & Grounds
Amy Hartzler	Social Worker
Emily Inglett	School Counselor
Doug Penner	Palmer Bus Service
Tammy Wolle	TAHER Food Service
Shawn Naas	Athletic/Activities Director

### District Point of Contact

Superintendent Bill Strom serves as the point of contact for all COVID-19 related matters in the district. This person is also responsible for coordinating with local health authorities regarding positive COVID-19 cases and communicating with the public.

### Building Coordinators

A COVID-19 Program Coordinator is identified below for each building as well. This person will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students and their families, school and district leadership, and local health officials.

<b>Name</b>	<b>Title</b>
Michelle Larson	7-12 Principal
Brandon Henning	B-6 Principal

### Regional Support Teams

As needed the district will consult with regional support teams including: SWSC, MDE, MDH to assist with overall questions and concerns as a MDE and MDH partner, provide updates on parameters, and assist with contact tracing and testing events.

### Communication Methods

The District will release regular communication updates. The district will make use of the following communications methods as the situation requires:

- The District will continue to utilize the school website and Facebook page for updating staff, students, parents, and the public.

- Written documents will be available at the District Office for parents who do not have internet access.
- The District will post the Preparedness Plan on the District website and notify families, students, and staff of the availability on the district website.
- The District will make use of a) JMC Communications, b) school email, c) written notes and letters, d) faculty and public meetings.
- Instant Alert will be utilized to provide parents and staff with immediate updates when necessary.
- Posters and signage will be placed throughout the building to inform the public of health practices and expectations including:
  - At handwashing sinks to remind building occupants of good handwashing practices
  - On entry doors to remind people who have symptoms not to enter
  - At entries notifying people of the screening methods

### **Template Messaging**

Message templates will be assembled for:

- School cancellations due to a known or suspected case of COVID-19 in district facilities
- A summary of the changes taking place within the district to be provided to parents, students, and staff.
- Message templates have been assembled for school cancellations due to a known or suspected case of COVID-19 in district facilities.

### **Mental Health & Wellness**

The District will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness.

The District has the following mental health and wellness services available:

- Lana Sander                      School Nurse
- Amy Hartzler                    Social Worker
- Emily Inglett                    School Counselor

### **Reporting Methods Parents & Guardians**

The District requests that **parents, guardians, and staff to self-report** if they or their student have COVID-19 symptoms, a positive test, or have been in close contact with someone who has tested positive for COVID-19. Parents and guardians are encouraged to report their students to the school office or school staff that has oversight of the building where their child(ren) attends.

## **Staff Training & School Preparedness Plan**

The following staff categories have received training on the School Preparedness Plan in the specific areas listed below.

### **Maintenance & Custodial Staff**

- Currently known COVID-19 Facts
- Cleaning Methods and Schedule
- Employee Right-to-Know
- Personal Protective Equipment
- Districts Preparedness Plan Overview
- Identifying Symptomatic Students
- Face Coverings (i.e. transportation)
- Screening Yourself

### **Transportation & Food Service Staff**

- Currently Known COVID-19 Facts
- Cleaning Methods and Schedule
- Employee Right-to-Know
- Personal Protective Equipment
- Districts Preparedness Plan Overview
- Identifying Symptomatic Students
- Face Coverings (i.e. transportation)
- Screening Yourself

### **All Other Staff**

- Currently Known COVID-19 Facts
- Overview of the Custodial Cleaning
- Screening Yourself
- Receiving Items from Home
- Districts Preparedness Plan Overview
- Identifying Symptomatic Students
- Face Coverings (i.e. transportation)
- The district will send home the MDH COVID-19 Decision Tree and MDH

### **Parents & Guardians**

- Districts Preparedness Plan Overview
- Transferring Items from Home to School
- Scheduling Changes
- Face Coverings (i.e. transportation)
- How to Screen/What to Screen for
- Use of Technology
- The district will send home the MDH COVID-19 Decision Tree and MDH

**Teacher Absence Planning**

The District is preparing for absences of staff members (teachers, paraprofessionals, custodial staff, transportation, food service and administrators) for COVID related illness. The District is planning to remain as flexible as possible to accommodate staff and students, while at the same time following individual Union Contracts and district policies.



## Part Four: Screenings

### Visitors, Parents, Staff and Others

MDH recommends that people **self-screen** when entering the building. Therefore:

- The District recommends that **parents self-screen their students** before they are sent to school.
- The District recommends that **staff self-screen** before entering the school.
- The District will inform staff, students, and parents of **the symptoms** of COVID-19.
- Posters will be **posted at building entrances** to remind people who enter the building of the symptoms of COVID-19.

### Parent/Guardian Visitation

- Parents and Guardians will be allowed into the school building if picking up student/s during the school day.
- Parents/Guardians are typically asked to wait in the main elementary or high school office (or vestibule).
- Parents/Guardians who enter the building may maintain social distancing as they see fit.
- Parents/Guardians who enter the building may wear a face covering as they see fit.

## Part Five: Community Expectations

### Hand Washing

- Proper hand washing practices are very important to reduce the spread of any viruses. Posters will be placed at all sinks to **remind everyone** of good hand washing practices.
- **Hand sanitizer** will be provided to all staff members for their desks and workspaces.
- Hand washing is more effective than hand sanitizer in reducing germs.
- Teaching staff are expected to encourage proper **hand washing** with all students.

### Face Coverings.

- Per the Governor's Executive Orders people in Minnesota are currently not required to wear a **face covering** in all public indoor spaces and businesses. Additionally, workers are not required to wear a **face covering** in situations (indoors and outdoors).
- Face Coverings are no longer required to be worn on district **transportation vehicles**.
- It is not recommended that **masks** be worn by **anyone who has trouble breathing or is unconscious, incapacitated**, or otherwise unable to remove the **mask** without assistance.
- **Masks** are also not recommended for children who cannot manage them on their own and are not to be used on children under the age of two years old.
- **Face coverings** include: a paper or disposable mask, cloth face mask, scarf, or bandanna.

### Protecting Those at Higher Risk

- The District will accommodate the needs of students and staff who are at higher risk of **medically verified** serious illness from COVID-19.

## Part Six: Facilities

### Physical Barriers

- As needed, the District will install clear, physical barriers **as needed** throughout the building (offices, classrooms, student and teacher desks, etc.) desks and certain administrative desks.
- The need for additional clear barriers will be **evaluated and implemented on an ongoing basis**.
- Physical barriers will be evaluated and adjusted in accordance with **fire code standards**.

### Gatherings and Visitors

- Student drop-off and pick-up can occur outside the building or inside the building. In order to ease congestion, it is preferred that parents drop off their children outside of the building.
- Should the need arise, every effort will be made to accommodate **large group gatherings** while this plan is in effect.

### Water and Ventilation Systems

- Ventilation systems will be assessed to determine they are operating properly. Dampers are opened to bring in as much outdoor air as possible.
- Windows may be opened since the school is partially ventilated with HVAC systems. The opening of Windows should be reviewed with one, or more of the following: John Carrison (Building & Grounds), Brandon Henning (EL Principal), Michelle Larson (HS Principal) or Bill Strom (Superintendent).
- Precautions must be taken to limit the air from blowing from one person directly to another to reduce the potential spread of any airborne or aerosolized viruses.

### Hallways

- As needed, floor markings made of non-skid materials **may be used** in areas that may see congestion, such as outside of restrooms, at communal sinks, outside of the main offices, outside of the district office and outside of the nurse's offices.
- Depending on the situation, chairs may be removed, or added, reception areas, vestibules, foyers, etc. in order to maximize safety.

## Part Seven: Space Considerations

### Playgrounds

- District Playgrounds will remain open for student use.
- Students will be encouraged to sanitize hands before and after playground use.
- Playground usage will occur according to normal pre-pandemic practices, but may be adjusted as necessary including: keeping a grade level class to keep groups as static as possible.
- Students will not be required to wear masks during recess outdoors.

### Noon Break: High School

- During noon break, high school students are encouraged, but not required to observe social distancing during their free time and their lunchtime as they see fit.

### Locker Assignments: Elementary

- Students will go to lockers in groups as directed by their teacher.

### Technology

- The District will study the needs of students and staff in its effort to provide students with access to learning should there be a need for students to learn from home.

### Physical Education

- Classes may be held outside when weather permits with the permission of the building principal.

### Sporting Events/Locker Rooms

- District will review guidance from MDE, MDH and MSHSL.
- Each sport must comply with the district's COVID Preparedness Plan.

### Classrooms

- The District will analyze ways to use its existing space differently to meet healthy classroom occupancy standards.
- The District will consider using **public spaces** (i.e. community centers, public spaces, churches, etc.), as the need arises, to meet classroom capacity and health & safety needs.
- Classrooms should be limited to essential teaching tools, furniture and equipment. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff.
- Non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges.

### Drinking Fountains

- As per MDH and CDE guidance, drinking fountains will be accessible at this time.
- Bottle fillers will remain in use and will be added to the high-touch audit for custodial staff.

**Meals and Cafeteria**

- The cafeteria will have seating capacity expectations to meet the needs of students.

**Nurse's Room/Isolation Areas**

- Students and Staff who develop COVID-19 symptoms will be sent home.

**Safety Drills**

The District will conduct safety drills in the same manner that they would be carried out in an actual emergency. Drill frequencies and requirements include:

- Fire - five drills per year:
- Lock Down - five drills per year:
- Severe Weather/Tornado - one drill per year:

Out of the **five required lock down drills**, not all need to be conducted with students present. MnSSC recommends schools conduct age appropriate lock down drills with students at least a couple of times a year.

All **weather drills** still need to be conducted with students present.

## **Part Eight: Scheduling**

### **District Start Date for Students**

- School will tentatively start on the first Tuesday in September 2022.

### **Community Services: Community Education**

- Guidelines will be developed in a manner consistent with this plan in accordance with mandates from Governor Walz, MDH and MDE.

### **Community Services: Town & Country Daycare**

- Guidelines will be developed in a manner consistent with this plan in accordance with mandates from Governor Walz, MDH and MDE.

### **Community Services: Discovery Preschool**

- Guidelines will be developed in a manner consistent with this plan in accordance with mandates from Governor Walz, MDH and MDE.

### **Arrival and Dismissal**

- Staff will monitor the arrival and dismissal times to ensure students are safe and well-behaved.

### **Transportation**

- Students may be given an assigned seat.
- Students may not leave their seat at any time during the bus ride.
- Students are not required to wear face coverings.
- Families may be allowed to sit in the same seat as determined by the bus driver.
- Bus drivers will receive training on proper cleaning practices and will be provided with cleaning supplies and PPE through Palmer Bus Company to be used if needed.

## Part Nine: Facility Cleaning Methods

### Cleaning Considerations

The District has implemented cleaning practices to prevent the exposure of COVID-19.

Key elements include:

- Staff will utilize approved disinfectants to clean the building.
- The dwell time of product is ST##P minutes.
- The SDS states that the PPE is required and includes ST##P.
- The SDS is available to staff in ST##P.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment..

### Routine Cleaning

The District will conduct routine cleaning and disinfection to assist in prevention of virus spread. The school's internal staff who complete routine cleaning follow these recommendations:

1. Wear chemical-resistant gloves
2. If the surface is visibly dirty, clean using soap & water
3. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
4. Use a garbage bag for your waste. When full, place garbage in the dumpster.
5. Remove gloves, then wash hands thoroughly with warm water and soap for at least 20 seconds.

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
<b>COMMON AREAS</b>			
Main Entrance/Vestibule Door Handles and Electronic Door Assist Buttons	Daily	TBA	Custodial Staff
Main Office Door Handles / Inside & Outside			
Bottle Fillers			
Check-in Counters/Front Office Counters			
Handrails			
Elevator Buttons			
Vending Machine Buttons, cash input/output surfaces, pickup slot door			
Tables/Chairs in HS Commons Area			



**MAIN OFFICE & DISTRICT OFFICE & STAFF ROOM**

Door Handles / Inside & Outside	Daily	TBA	Custodial Staff/ Teachers/ Paras/ Office Staff
Conference Room Tables			
Desks			
Chairs - Armrests, Grip areas			
Phones and Computers			
Break Room: Tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors  Remove all other shared condiments			

**GENERAL CLASSROOM**

Door Handles / Inside & Outside	Daily	TBA	Custodial Staff/ Teachers/ Paras/ Office Staff
Door Frames			
Light Switches			
Tabletops			
Desks			
Chairs (Include hand grip locations)			
Cabinet Handles/Pulls and Front of Doors			
Sink Faucets and Front Edge of Sink			

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SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
<b>BATHROOMS</b>			
Cold/Hot Water Faucets and Front of Sinks	Daily	TBA	Custodial Staff
Toilet Flusher			
Toilet/Toilet Bowl			
Push Locations Inside/Outside Stall Doors			
Mirrors			
Soap Dispensers			
Handle/Push Spot on Main Door Inside/Outside			
Accessible Grab Bars			
Cabinet Handles/Pulls and Front of Doors			
Baby Changing Stations			
Hand Dryers/Paper Towel Dispenser			

**COMPUTER LAB**

Entrance Door Handles (Inside/Outside)	Daily	TBA	Custodial Staff/ Teachers/ Paras
Computer Keyboards Covers & Mouse			
Counters/Tables			
Chairs (Hand Grip Locations)			

**PLAYGROUNDS**

Swing Chains	As needed	TBA	TBA
Slides			
Overhead Bars			
Grab Handles			

**GYMNASIUM**

Entrance Door Handle	Daily	TBA	Teacher/ Coach
Shared Equipment/Used Equipment Bin			

**Cleaning with Suspected or Confirmed Case of COVID-19**

Additional cleaning measures may be required should there be a known or suspected COVID-19 case within the building.

**Special Cleaning Considerations**

After toys are used, they are placed in a separate bin and cleaned as needed the classroom teachers.

Unnecessary rugs and other porous objects will be removed from classrooms.

If porous surfaces need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Wash on hottest water setting with regular detergent
- Dry thoroughly

## **Part Ten: Handling Suspected or Confirmed Cases**

When a suspected or confirmed case is identified, the District will consult, as needed, with the school nurse, county health officials, regional support team, and state (MDH) officials for guidance and direction.

The District will proceed as follows with suspected or confirmed cases:

- The person will be separated and kept in a safe place until they are able to be picked up by a parent or guardian.
- If needed, MDH will be notified of confirmed COVID-19 cases of students or staff. It will be reported by emailing [health.schoolcc.followup@state.mn.us](mailto:health.schoolcc.followup@state.mn.us)

The district will contact parents or guardians of the student to transport an ill student home. If medical care is needed, 911 will be called.

### **COVID Testing**

COVID Testing may be necessary depending on situations that arise. The District will consult with local, county and regional and state officials should COVID-19 testing be needed. MDH has, and will continue to, provide guidance on the situations that may arise and need to involve testing below.