



Benson Public Schools
HEALTHY LEARNING PLAN

School Re-Opening Plans
2020-2021

Benson Public Schools has spent the past few months working hard to prepare for the 2020-2021 school year. The Minnesota Department of Education (MDE) has directed school districts to prepare for three scenarios:

- In-Person Learning (all students in school)
- Hybrid Model (50% capacity of the building space)
- Distance Learning

Given the smaller class sizes and square footage availability, Benson Public Schools is able to bring in all students and staff in both the In-Person Learning and Hybrid Learning Models and still stay at 50% capacity and social distancing.

The 2020-2021 School Re-Opening Plans will address many aspects of returning staff and students to school including.

OVERVIEW

As we all know, this extraordinary virus has changed virtually everything in day-to-day life. In June the MN Department of Education (MDE) directed school districts to develop three learning plans for the upcoming school year: In-Person Learning, Hybrid Learning, and Distance Learning. This provided Benson Schools with the unique opportunity to reimagine education, especially based off of what was learned during distance learning in the spring of 2020. The district has been hard at work developing plans that are focused on student learning and health. The focus of the plan is to do everything possible to ensure sure health for students and staff and to provide high quality learning opportunities for students. The plans reflect some changes and opportunities in the learning models as Benson Schools continues on the path of personalized learning through our designation as an Innovation Zone District.

Benson Schools has worked in coordination with local, state and nation health organizations to follow requirements and recommendations for a healthy re-opening of schools. At the same time, we have worked with the MN Department of Education (MDE), other educational organizations, our board, staff, and administrators to develop plans. Covid-19 related plans are fluid and will continue to evolve. Therefore, what is in this plan will change as guidance and mandates from MDE, MDH, CDC, Countryside Public Health, and other governmental agencies change.

Nearly 90% of parents replied on the survey that they preferend to have their child return to school in an in-person learning model. The district has developed plans to be able to bring all students back to school whether that is in an “in-person (scenario 1)” or “hybrid scenario 2)” learning model. The plans are the same for scenarios 1 and 2. Given the square footage in the district and smaller class sizes, the district can still meet 50% capacity and social distancing to keep students and staff safe. To also maintain a healthy learning environment, there are strict limits on who can come into the school buildings. While we love to have parents and volunteers in the buildings, it is important to limit the risk to students and staff. This is difficult, but hopefully the safety precautions will keep our students and staff safe and learning in our schools. Thank you to everyone for your understanding and flexibility during these unprecedented times.

Table of Contents

Communications with students, families, and staff	5
COVID-19 Program Coordinator	5
Health Procedures	5
Cleaning/Sanitizing	6
Nutrition/Food Service	7
Transportation	7
Special Education	8
Covid-19 Reporting Protocols	9
Northside Elementary Learning Plan (Scenario 1 & 2)	10
Benson High School Learning Plan (Scenario 1 & 2)	11
Choice Distance Learning Plan	12
Northside Elementary Distance Learning Plan (Scenario 3)	15
Benson High School Distance Learning Plan (Scenario 3)	16
Face Mask Procedure	18
Early Learning	24
Community Education	24
Activities/Events	24

Communications with Students, Families, and Staff

Benson Public Schools will utilize School Messenger, Email, Phone Calls, Social Media, and the Benson Public School website to keep families informed.

COVID PROGRAM COORDINATOR

COVID-19 Program Coordinator - Julie Loen will serve as point of contact for each school building in collaboration with building or district school nurses. This person will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students/families, school and district leadership, and local health officials.

HEALTH PROCEDURES

- An at home screening/wellness check will be implemented. If a staff member or student is not feeling well, don't come to school/work. An at home screening checklist will be sent home with students and staff.
- Spaces have been identified for Covid symptom students/staff.
- Covid-19 Reporting process and protocols (See below)
- Clear protective barriers have been installed in classrooms, other learning spaces and offices.
- Based upon the Governor's Safe Learning Plan, only essential personnel will be allowed in schools. Secretaries will have contactless check-in. Northside Elementary School office has a transaction window for dropping off/picking up materials.
- Students must exit the school building immediately at the end of the school day, unless they are involved in an after-school activity.
- Congregating of students and staff will be prohibited – including before and after school, lunch periods for students and staff. Social distancing and masks are required.
- Reusable gowns will be used by school nurses. Disposable gowns are available for staff.
- Students will be taught hand sanitation and reminders will be given.
- Staff face guards are available.
- Face masks are available for students and staff, if needed. Students will be responsible for washing their face coverings. Students and staff may bring their own face covering.
- Vendors coming to the school building will be required to completed health screening form before being allowed into the building. Forms will be located in each office and receiving room.



BENSON PUBLIC SCHOOLS DAILY HEALTH SCREENING

**Keep your child home for “Yes” to any of the following new symptoms.
Stay home if you are ill. Thank you for keeping yourself and others safe and healthy!**

	Temperature of 100.0 degrees Fahrenheit or higher
	New Cough
	Shortness of breath
	Chills
	Sore throat
	Muscle aches
	Congestion or runny nose
	Fatigue
	New loss of taste or smell
	Headache
	Diarrhea
	Nausea or Vomiting
	Child has had close contact with a person with confirmed COVID-19 in the past 14 days
	Anyone in the household waiting for COVID-19 test results

Call the School Nurses, Julie Loen or Amanda Carruth with any questions or concerns. Call your child’s school office to report attendance – 320-843-2710.

CLEANING/SANITIZING

- The district will shift custodial hours to have more custodians on during the school day to sanitize high touch areas and to clean areas of need within the building.
- The district has purchased three portable sanitizing machines. Electrostatic spray machine for BHS, NS, and bus garage. Buses, vans, lockers, classrooms, and high touch areas will be sprayed regularly. The machines can do large areas in a matter of minutes so large areas can be sanitized quickly and effectively.
- Cleaning logs will be posted throughout the buildings to monitor cleaning schedules to ensure regular cleaning/sanitizing.
- There will be hand sanitizer stations in the hallways.
- Every classroom and space will have hand sanitizer pump bottles and cleaners/wipes.
- Gloves have been ordered for classrooms for teachers and staff.
- Teachers and staff will wipe down desk/tabletops after each class.
- Ventilation units have been updated as part of the construction project in most every part of the buildings.

NUTRITION/FOOD SERVICE

- Lunch schedules have been adjusted to ensure room for social distancing.
- NS will use quadrants in lunch room. Grade levels 3-5, DK, and preschool will eat in classrooms. NS students will eat breakfast in classrooms.
- BHS will have lengthened lunch period (43 minutes) and use cafeteria, main gym, and aux gym for eating. There will be staggered release times for lunch to eliminate lunch lines and allow for social distancing.
- BHS will use the cafeteria, main gym bleachers, aux gym at tables, and both sides of the library for lunch to allow for social distancing while eating.
- Start 6-12 breakfast at 7:30 a.m. with a grab n' go breakfast to reduce congregating.
- There will be regular serving lines and Grab N' Go meals. Staff will be serving students in the main lines and there will be no "salad bar/self -serving lines.
- Staggered release times from class for grades 6-12
- Food Service is encouraging contactless pay (no cash) by having students use their lunch accounts with parents filling out the Student Charging Form.
- Meals for distance learning families will be available for pick up 1x/week (5 days of breakfast and lunch) from 3:30-5:30 pm at Benson High School. Day of distribution to be determined.

TRANSPORTATION

Benson Public Schools will follow the capacity limits set forth by MDE and MDH.

- The driver and passengers will be required to wear a mask.
- School buses and vehicles will be sanitized after each trip. The bus garage has a cleaning machine with a wand that will effectively and efficiently clean school buses and other school vehicles.
- High touch areas will be wiped down regularly.
- There will be staggered arrival times at NS and BHS – 7:35 and 7:45 at BHS, 7:45 and 7:55 at NS.
- School buses will drop off their own students at NS and pick up their own students at NS after school. Meaning, all school buses will go to NS before and after school.
- There will be a separate bus for the McKinney's bus stop.
- NS students should not arrive/be dropped off before 7:45 am.
- BHS students should not arrive/be dropped off before 7:35 am.

SPECIAL EDUCATION

Benson Public Schools remains responsible for the Free and Appropriate Public Education (FAPE) for its students eligible for Special Education services who have an Individual Education Plan (IEP) or students with disabilities who qualify for a 504 plan. An Individual Plan that meets all three scenarios will be implemented. Students in in-person and hybrid learning models will have a regular schedule where they will be in general education class as well as time in the specialist area to meet IEP goals & objectives.

Special education services

Special education provides individualized instruction and services aligned with IDEA and MDE guidance to students with disabilities who qualify for learning support in specialized environments.

Equitable services

The Benson Public Schools will ensure equitable educational opportunities for all students while prioritizing their health and well-being.

Free and appropriate public education (FAPE)

Benson Public Schools is responsible for providing a free appropriate public education (FAPE) to each eligible student with a disability, under either an Individualized Education Program (IEP) or Section 504 plan.

Parental Participation

Strong partnership with parents/guardians is essential for engaging in the best possible planning and implementation efforts and for ensuring equitable opportunities. This will necessitate ongoing communication between the case manager, the general education teachers, the parent guardian, support and related service providers to ensure that the student with disabilities can be appropriately involved and make progress towards the general education standards and IEP goals.

IEP Meetings

IEP meetings will be held in a virtual manner. These meetings will take place via conference call or utilizing a virtual meeting space. Please contact your student's case manager with questions or concerns.

Other special education considerations

Ensuring equitable learning opportunities to enable students with disabilities to make progress in the mastery of Minnesota academic standards and social emotional learning continues to be the aim of IEP and 504 teams. The district plan and all three scenarios focus on maximizing the effectiveness of specialized instruction and related services and

minimizing COVID-19 infection risk through the application of CDC and MDH recommended safety measures.

Contingency Learning Plans

Each special education student will need to be transitioned to a Contingency Learning Plan. This will require parental contact by the student's case manager.

Communication Logs

Case managers will continue to use communication logs to record interactions with parents and service delivery to students.

COVID-19 REPORTING PROTOCOL

Benson Schools COVID-19 Reporting Process & Protocols

Procedure for when a student, athlete or staff member test positive for COVID-19

Reporting process for someone testing positive for COVID-19

1. Notify the lead administrator (Principal, Maintenance Director, Food Service Director, or Activities Director) of a lab positive COVID-19 case.
2. The administrator will notify the superintendent and Julie Loen, Licensed School Nurse of a positive COVID-19 case along with name and contact information for the individual.
3. Julie Loen, Covid Coordinator will gather information.
4. Julie Loen will notify Countryside Public Health Intake Staff and MDH the name(s) of student/athlete positive case(s). Julie will work with local and regional health staff to determine next steps for the school.
5. Any student, athlete or staff member who tests positive for COVID will be isolated for 10 days, and fever free, without meds, for 24 hours. Also, household members & identified close contacts may be quarantined for 14 days.
6. MDH, MDE, MSHSL, and Countryside Public Health will work with the Covid Coordinator and Superintendent to decide about the plans for a class or team that has a COVID-19 positive case. This decision will be based upon:
 - a. Where was individual when contagious?
 - b. Was the class/team intermixed at any time?
 - c. Was social distancing followed?
 - d. Were masks worn?
 - e. Was this an inside or outside activity?
 - f. What was the length of exposure?

- g. Is additional sanitizing required that would require a different plan for class or activity?

The principal or coach will notify families that there is a positive case within the classroom or team (using the district template). Note: MDH defines close contact with others that is within 6 feet for more than 15 consecutive minutes.

Exceptions to changing a classroom or activity:

- i. If the classroom/participants have maintained social distance
- ii. Exposure unrelated to class/practice and the student was not at class/practice after exposure
- iii. Exposure was less than 15 continuous minutes in a class/at practice

NORTHSIDE ELEMENTARY PLAN

In-Person and Hybrid Model (Scenarios 1 & 2)

- All students and staff will report for the regular day.
- Create “bubbles” for classrooms with limited interactions with others.
- The plan is to look at classrooms as a bubble. Students will move around with each other. Minimum staff will be involved within each bubble. There will be limited interactions with other students.
- Students will follow a regular schedule, including specials, recess, lunch, etc.
- Northside students should not arrive/be dropped off before 7:45 am.
- No parents, visitors, or volunteers will be allowed in the school building, unless there is an emergency and access is approved by the building principal.
- Kindergarten teachers will be holding scheduled preschool conferences on September 8th and 9th to orientate parents and students to school.
- Students will wear face coverings when walking to recess and coming back into the building. Students will sanitize their hands on the way out to recess and wash/sanitize hands when coming in from recess.
- PE classes will be outside whenever possible.
- Desks, tables and other classroom furniture will be arranged for social distancing in classrooms.
- Staff and students are required to wear masks (see procedure below)
- Social distancing will be encouraged at all times and there will be signage around building to remind students and staff about social distancing.

- Lockers will be used for storage of personal belongings only. Elementary school supplies and items will be stored in the classrooms.
- There will be no sharing of materials/supplies in the classroom. Students will use their own supplies.
- Library books will have a three day “rest period” before being reshelfed.
- Recess – the playground will be separated into quadrants and there will be one classroom at recess per quadrant. Schedules have been changed to eliminate mixing of classrooms
- No field trips or classroom speakers (unless speakers speak to class outside).
- There will be 10 minute reminders within classrooms to avoid 15 minute contact time.
- Eliminate congregation areas – staff lunch rooms, before/after school students, etc.
- There will be stagger release times at the end of the school day to reduce congregating.
- Parents are not allowed to wait by the school doors. Teachers will walk students out to buses and parent pick up after school.
- School buses and City Bus, will be parked on the East side of NS.
- Open House will be held virtually. Teachers will be holding virtual meetings with parents on Tuesday, September 1 at 1:00 pm and Wednesday, September 2 at 5:00 pm.

BENSON HIGH SCHOOL PLAN

In-Person and Hybrid Model (Scenarios 1 & 2)

- All students and staff will report for the regular day.
- BHS students should not arrive/be dropped off before 7:35 am.
- No parents, visitors, or volunteers will be allowed in the school building, unless there is an emergency and access is approved by the building principal.
- Place desks and tables for social distancing in classrooms and study areas
- PE classes will be outside whenever possible.
- Desks, tables and other classroom furniture will be arranged for social distancing in classrooms.
- Where class size exceeds 50% capacity, teachers will implement personalized learning and have alternate schedules for students. Students cannot leave campus if they are on an alternate schedule for a class.
- Social distancing will be encouraged at all times and there will be signage around building to remind students and staff about social distancing.

- Band/Choir will be using alternate spaces and scheduling to maintain social distances
- There are no concerts scheduled this fall.
- Materials/supplies will not be shared in the classroom. Students will use their own supplies.
- Library books will have a three day “rest period” before being reshelved
- 10-13 minute classroom reminders to prevent 15 minute close contact
- Students will be issued lockers for drop off/pick up only, no congregating
- Eliminate congregation areas for staff and students – staff lunch rooms, passing times, before/after school, locker areas, locker rooms, etc.
- No field trips or classroom speakers (unless speakers speak to class outside or virtual)
- Social distancing at all times. Signage around building to remind students and staff about social distancing.
- Open House will be held virtually. Each teacher will post a video about his/her class. Teachers will be holding virtual meetings with parents on Tuesday, September 1 at 1:00 pm and Wednesday, September 2 at 5:00 pm.

CHOICE DISTANCE LEARNING

All families are allowed the option of Distance Learning for the 2020-2021 School Year. If a family chooses the Choice Distance Learning model they will have to fill out the Choice Distance Learning Form.

Families who are distance learning will only be permitted to change models (to or from distance learning) at mid quarter or the beginning of a new quarter. The only exception to this would be students who are required to quarantine due to COVID19 Exposure or Diagnosis. Students in Distance Learning will adhere to the Benson Public Schools Handbooks and Policies.

Schedules During Family Choice Distance Learning:

Grades K-5 students will complete classroom assignments as if they were in the regular classroom. The classroom teacher will record lessons throughout the school day. Students will be expected to view the recorded class for the day and check in with the Distance Learning Coordinator. Failure to call in or check in daily will result in an unexcused absence. A parent must call the elementary office if their child is ill that day and not going to be able to log on.

Grades 6-12 students will follow their 8-period course schedule as if they were attending in person.

- Students will be expected to attend 7 or 8 classes via Zoom and be responsible for any material posted in Google Classroom for the day and check in with the Distance Learning Coordinator - Karen Peterson during the school day.

- Teachers with multiple classes of the same grade level or subject matter may record 1 class section, and students with live classes that may conflict/overlap on Zoom will be responsible for the recorded class and any material assigned during the recorded period for that day.
- A parent must call the high school office if their child is ill that day and not going to be able to log on. Failure to call in or check in daily will result in an unexcused absence.
- For classes that are hands on, for example Phy. Ed. the teacher will assign work individually as needed.
- Students may have to change their schedule if the class they have enrolled in uses specialized equipment or it isn't possible to complete remotely. (Example: welding, woods, auto body, trades class, etc.)

Assessment and Grading During Choice Distance Learning:

- Assessments and grading will be consistent for all students if they are in person or distance learning.
- Assessments will be completed at the same time as their peers in school.
- Assignments will be due at the same time as their in-school peers. They will adhere to the late policy set by each teacher.



BENSON PUBLIC SCHOOLS
CHOICE DISTANCE LEARNING

We understand that every family has different circumstances related to the Coronavirus. As a result, Benson Schools is offering a Choice Distance Learning Option instead of in-person learning. Please complete this form if you are choosing Distance Learning for your child. With Choice Distance Learning, students will need to be able to attend school virtually each hour of the school day, meaning having a device and connection. Hourly attendance will be taken. A parent must call in to the elementary or high school office if their child is ill that day and not going to be able to log on. Please fill out a separate form for each student doing Choice Distance Learning.

Student Name:

Grade:

Address:

Phone Number:

My child receives the following services

____ IEP

____ 504

____ Mental Health Service

____ Other services (list)

____ None

The school district will provide a meal to children in Distance Learning. I would like a meal:

Yes

No

Choice Distance Learning will require a device to be able log on and “attend” school remotely each day. I will need a device:

Yes

No

Choice Distance Learning will require a device to be able log on and “attend” school remotely. My place of residence has high speed, reliable internet connection:

Yes

No

*Please return this completed form to your child’s office by email, mail, or drop off. Thank you!

DISTANCE LEARNING

Scenario 3

The Minnesota Department of Education Defines Distance Learning as:

Distance Learning Distance Learning defined: Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s). It is important to note that distance learning does not always mean e-learning or online learning. It is critical to provide this learning in a format that can be equitably accessed by all students. Minnesota Department of Education Guidance on Distance Learning MDE expects that students who participate in distance learning have full access to appropriate educational materials. We’ve developed resources for distance learning planning in various academic content areas. Districts and charters must maintain educational continuity for schools and programs. As a district or charter, you must ensure equity in your plans. School districts and charters must ensure equal access to ALL students. (Information from MDE School Closure Guidance <https://education.mn.gov/MDE/dse/health/covid19/>)

Distance Learning will run through multiple online platforms including but not limited to Google Classroom, SeeSaw, YouTube, and Zoom Video Conferencing. Students may access the technology-based learning options through their school-issued devices.

Benson Public Schools has made devices available to every family in our district, and every student in grades K-12 will bring their device home for learning. If a family does not have internet access at home, school staff will work with families to help them with their internet options. If they are still unable to access the internet, teachers will put together a paper version of the learning lessons and materials.

Northside Elementary School (K-5) Distance Learning Plan

All Benson Staff will report to their assigned school during their contracted hours during Distance Learning.

For students in grades Kindergarten - 5th Grade, teachers will do the following as they plan for distant learning:

- Daily Interaction- Teachers must teach and interact live daily with their class. It is the expectation that there are 2 live lessons per day. Every subject must be taught live at least one time during the week. These must be in addition to daily scheduled office hours for question and answer sessions. Survey information shows that parents/students benefited and felt more connected with their teacher when they had live lessons and interactions.
- Students need to work on all subjects daily. (If they have Language arts, Math, Science/Social daily, they must have the same in distance learning.)
- Lessons must be focused on meeting the Essential Learning Outcomes and Grade Level Standards. Rigor must reflect the same high standard as if students were in person.
- Feedback on assignments and work must be completed within 24 hours or less. Students should redo work that is not consistent with their abilities.
- Communication with families and students. Parents must know when to expect students to be live, where other lesson materials can be found, how school work should be completed and returned. Teachers should make sure parents know the best way to get in contact with them.
- Grades K-3 - SeeSaw will be the main platform for students. Grades 4-6 will use Schoology as their main platform. Live sessions will be run through Zoom and recorded lessons and materials may use YouTube as well.
- Grades K - 3 will all have a school-issued iPad to bring home.
- Grades 4-5 will be issued Chromebooks.
- Paper copies will only be sent home if a student's IEP or 504 requires them to complete work on paper. We will also send paper copies if a student doesn't have internet access.

Based on these parameters each grade level will follow their own schedules. Teachers will email parents/students their schedules and information to their classes. All the information will also be available on the teacher’s websites.

For grades K-5 attendance will be recorded during ALL assigned live instruction. Failure to attend a live session will result in an unexcused absence.

- Parents are asked to let the school know by 8:00 a.m. if a student is ill and won’t be able to log in live.
- Benson Public Schools Attendance Policies will be followed. See Elementary or Secondary Handbook for more information.

Benson High School – Grades 6-12 Distance Learning Plan

All Benson Staff will report to their assigned school during their contracted hours during Distance Learning.

Benson High School Schedule (6th-12th Grade)

The Benson High School Scheduled is structured to give students time to watch live/recorded lessons twice per week and have daily check-ins for every grade.

Benson Distance Learning 6-12th Grade Daily Schedule

Live Instruction / Zoom Days

Work time / Google Classroom Days

Period 1, 2, 3, 4 – Mon./Wed./every other Fri. Period 1, 2, 3, 4 – Tues./Thurs./every other Fri.
 Period 5, 7, 8 -Tues./Thurs./every other Fri. Period 5, 7, 8 – Mon. /Wed./every other Fri.

****Students need to check emails and Google Classroom DAILY****

<u>TIME</u>	<u>STUDENTS</u> Monday & Wednesday and every other Friday	<u>STUDENTS</u> Tuesday & Thursday and every other Friday	<u>TEACHERS</u>
7:30 am - 8:30 am	Staff available for communication	Staff available for communication	Office Hours - Available for feedback, grading and communication
8:45 am - 9:30 am	Period 1 - Live Instruction	Period 5 - Live Instruction	Teach live via Zoom / work day

9:45 am - 10:30 am	Period 2 - Live Instruction	Period 6 - Live Instruction	Teach live via Zoom / work day
10:30 am - 12:30 pm	Student work time, teachers available for communication. M,T,W,TH,F	Student work time, teachers available for communication. M,T,W,TH,F	Teachers Available for feedback, grading and communication
1:00 pm - 1:45 pm	Period 3 - Live Instruction	Period 7 - Live Instruction	Teach live via Zoom / work day
2:00 pm - 2:45 pm	Period 4 - Live Instruction	Period 8 - Live Instruction	Teach live via Zoom / work day
3:00 pm - 3:30 pm	Staff available for communication	Staff available for communication	Office Hours - Available for feedback, grading and com

Work Time - Students engage in class materials, complete work often using Google Classroom, check emails, contact teachers for questions or support. Teachers will be available during the above times for questions and assistance. Specific instruction and deadlines will come from individual classroom teachers.

Live Instruction Day - Class interactions happen in real time often using Zoom technology and will count for student daily attendance.

Fridays - Live instruction will take place every Friday during distance learning. The Monday/Wednesday classes and Tuesday/Thursday classes will rotate live instruction on Friday every other week.

Attendance

- For grades 6-12 attendance will be recorded during ALL assigned live instruction. Failure to attend a live session will result in an unexcused absence.
- Parents are asked to let the school know by 8:00 a.m. if a student is ill and won't be able to log in live.
- Benson Public Schools Attendance Policies will be followed. See Elementary or Secondary Handbook for more information.

Benson High School Attendance - Grades 6-12

Attendance is required in each live session, which are periods 1-4 on Monday/ Wednesday/ every other Friday and periods 5-8 Tuesday/Thursday and every other Friday. There will be no

study halls during live periods. For example: If you have period 1 study hall- you would not be on a live ZOOM session during that time. Period 2, 3, 4 are your classes, therefore attendance would be taken live via ZOOM.

- Teachers will record attendance for their live class periods via JMC.

FACE MASK REQUIREMENT

- a. Executive Order 20-81 and Safe Learning Plan, all students K-12, school staff, and school visitors are required to wear face coverings when in a school vehicle or school building, unless there is an exemption.
- b. A face covering (face mask) is not the same thing as a face shield. Face shield does not take the place of a face covering/mask.
- c. Teachers may wear a face shield while teaching, but must put on a face covering outside the classroom or when not teaching.
- d. Students are required to wear a face covering except when playing an instrument, engaged in PE class, eating, or at recess. Students may wear a mask the school provides or wear their own. Masks must meet student handbook requirements.
- e. Staff are required to wear a face covering except when in classroom or space alone or eating. Staff may wear a mask the school provides or wear their own. Masks must follow staff handbook requirements.
- f. Students who don't follow face covering procedures may be subject to discipline policy in student handbook.
- g. Staff who don't follow face covering procedures will be subject to discipline procedure. Staff will model face coverings for others to follow.
- h. Staff and students must wear a face covering on the school bus and other school vehicles.
- i. As student or staff member who has a medical condition preventing them from wearing a face covering must supply documentation from their care provider to the school district Covid Coordinator. Students and staff who have a doctor verified medical condition to not wear a face covering will need to wear a face shield.

Benson School Board Adopted: 8-17-2020

*MSBA/MASA Model Policy 808
Orig. 2020*

808 COVID-19 FACE COVERING PROCEDURE

[Note: The Governor's Emergency Executive Order 20-81 generally requires

Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health (“MDH”) in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH’s Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82.]

I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL OF STATEMENT OF PROCEDURE

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The

following are included in the definition of face covering:

1. Paper or disposable mask;
2. Cloth face mask;
3. Scarf;
4. Neck gaiter;
5. Bandana;
6. Religious face covering; and
7. Medical-grade masks and respirators

B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.

C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.
- B. A face shield may be used as an alternative to a face covering in the following situations:
 1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
 2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.

3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
 4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.
- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:
1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
 2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
 3. During activities, such as swimming or showering, where the face covering will get wet;
 4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
 5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
 6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
 7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
 8. When required by school staff for the purposes of identification;

9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.
12. A student or staff who has a medically verified condition and cannot wear a face covering, must wear a face shield.

V. IMPLEMENTATION

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be required to utilize alternative options such as a face shield or other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable

accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.

E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct. To the extent the face covering requirements of this policy conflict with MSBA Model Policy 504 – Student Dress and Appearance, this Policy shall control.

F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.

B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.

C. Students who fail or refuse to comply with this policy may be subject to discipline policy. Students unwilling to participate in in-person or hybrid learning in compliance with this policy may be offered distance learning.

D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

Legal References: Emergency Executive Order 20-81
Emergency Executive Order 20-82
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)

EARLY LEARNING/PRESCHOOL

During In-Person Learning, Benson Preschool will implement procedures for maintaining social distancing and cleanliness/hygiene, while still allowing for interactive play. Only classroom furniture and materials that can be easily sanitized will be allowed. A system for sanitizing toys will be in place and other materials will be laundered daily. If your family would prefer distance learning during this time, regular tuition would still apply. Teachers would send materials via email, such as videos and activities. Please contact Chrysees Forbord if you are interested in Distance Learning. On September 9th and 10th Preschool students will have a scheduled meeting with their teacher. These meeting times will be scheduled every 15 minutes and the schedule will be emailed to parents. Preschool teachers will be conducting a virtual Parent Orientation on September 3rd.

COMMUNITY EDUCATION

- Offer virtual courses.
- Community Ed virtual classes in collaboration with area districts.
- Fall Community Ed Newsletter – will be sent out via email and posted on school website.
- Benson Community Education statement on building use during COVID Pandemic:
Benson Schools is following the Minnesota Department of Health's COVID-19 Prevention Guidance for Youth and Student Programs (through Executive Order 20-74) when considering requests for programs and events held in its building.
The Executive Order states: Nonessential visitors, volunteers, and activities involving external groups or organizations should be limited to the extent feasible.
As much as the school district enjoys having outside programs and events using its buildings, under this Executive Order, it is not possible at this time. Restricting the number of people coming into the building will reduce health risks to students and staff.

ACTIVITIES/EVENTS

- 4 season MSHSL season
- Fall Practice Seasons
 - Football and Volleyball (September 14-October 3)
 - Traditional Spring sports (October 5-October 24)
- Season 1 – Aug. 17- mid-October. CC & girl's tennis
- Season 2 – mid Nov – mid March (traditional winter sport)
- Season 3 – mid March-mid May (volleyball & football)
- Season 4 – mid-May-mid July (traditional spring sports)
- Virtual activity registration night (maybe August 12th)

- MSHSL has not made an announcement on fine arts and other activities
- Benson Public Schools will operate under the guidance from MDE, MDH, and the Minnesota State High School League (MSHSL)