



# ISD 200 Return to In-Person Learning Plan 2022

## **Introduction**

School Districts are required to develop a Safe Return to In-Person Learning Plan as a condition of accepting the Federal ESSER III award dollars. The plan must describe the safe return to in-person instruction and continuity of services. This document provides the descriptions for both requirements.

## **Current Reality**

To ensure common understanding of our current reality, desired outcomes were established based on stakeholder input, and guiding change documents were created to continually reference.

[Guiding Change - 2020-21](#)

[Guiding Change - COVID Relief Revenue 2021-2024](#)

## **Stakeholder Engagement**

The Hastings community, families, staff, and students have continually provided feedback to the school district throughout the pandemic. The school district has utilized a COVID Response Team, Extended COVID Response team, surveys, focus groups, and school board meetings, to solicit wants, needs, and concerns. In addition, the district is completing a strategic planning process with engagement from students, families, staff, and the community.

1. COVID Response Team - District and building leadership
2. Extended COVID Response Team - District and building leadership, certified and non-certified staff, parents, and students.
3. COVID Engagement - Staff Survey summer 2020, Families summer 2020 focus groups, Student fall 2020 focus group, Parent/family/student reflection and wants for 2021/22 survey, Community input survey summer 2021.
4. Strategic Planning Engagement - Staff, families and students Desired Daily Experiences Survey 2021, Staff, families and students Desired Daily Experiences Focus Groups 2021 (Somali speaking families, Spanish speaking families, Families of students of color, Families of Native/Indigenous students), Value Survey Spring 2021.



## ISD 200 Return to In-Person Learning Plan 2022

The COVID Engagement Surveys and Focus Groups exposed five main themes:

1. Keep students engaged and connected
2. Address mental health needs
3. Address learning loss needs
4. Keep kids in school as much as possible
5. Consistency

The Strategic Planning Engagement has been captured on the [Desired Daily Experiences Document](#), which articulates themes by group (Students, Staff, Families). Specifics of these themes and additional Strategic Planning Documents can be found on our website.

1. Students
  - a. I am valued, respected, and accepted for who I am
  - b. I have opportunities to engage in real and relevant learning for me
  - c. I am recognized and celebrated for my accomplishments in and out of school
2. Staff
  - a. I am valued, respected, and accepted for who I am
  - b. My work and development is real and relevant for me:
  - c. I feel that I am supported to do well and recognized for my contributions and gifts I bring
3. Parents
  - a. I am valued, respected, and accepted for who I am
  - b. I am engaged in my child's learning and know my roles, expectations, and how to navigate the school district and its processes
  - c. I am confident my child is safe, accepted, valued, cared for, and supported academically, socially, and emotionally by all staff in the district



## ISD 200 Return to In-Person Learning Plan 2022

### **COVID Relief Funding Plan**

Based on the information gleaned from stakeholder engagement, as well as strategic planning sessions, a plan for the prioritized use of COVID Relief Funding was developed. The plan includes all COVID Relief Revenue to include anticipated expenses for support through the 2023-2024 school year.

### [ISD 200- COVID Relief Federal Funding Brief](#)

### **Return to In-Person Learning**

Based on the current situation, Hastings Public Schools will plan to return to full, in-person learning for the start of the 2022-2023 school year. This will apply to all programming prek-12th grade.

### **Movement on “The Dial” for Learning Models**

For the 2020-2021 school year, school districts were required to develop three models for learning, depending upon the circumstances of the pandemic. Guidance and requirements for each model was provided by the Centers for Disease Control, Minnesota Governor Executive Orders, the Minnesota Department of Health, and the Minnesota Department of Education. Below are the documents used for planning, implementation, and adjustment on “the dial.”

- A. [Executive Order 20-82](#)
- B. [Safe Learning Plan 2020-21](#)
- C. [Guidance for Delivering Direct Student Support Services: Staff Protective Equipment.](#)
- D. [Special Education & COVID 19 Q&A - MDE](#)
- E. [COVID 19 MDE Page](#)
- F. [Data for K-12 Schools](#)
- G. [Situation Update for COVID19 - MDH](#)
- H. [Dakota County COVID site](#)
- I. [Teaching and Learning Framework](#)

### **Overview of Models**

Rather than choosing a learning model for all Minnesota schools, the Safe Learning Plan recommended school districts work with their county’s public health officials to



## ISD 200 Return to In-Person Learning Plan 2022

implement different learning models as local COVID-19 case data changes. Though MDE and MDH originally asked schools to make implementation plans for In-person Learning, Hybrid Learning, and Distance Learning, the Safe Learning Plan allows districts to use different models at any given time.

In deciding on a baseline learning model, school districts are asked to consider local data and the guide below:

### Minnesota Department of Education Chart

Number of cases  
per 10,000 over 14  
days, by county of  
residence

#### Recommended Learning Model

0-9 In-Person learning for all students

10-19 In-person learning for elementary students; hybrid learning for secondary students

30-49 Hybrid learning for all students

50+ Distance learning for all students

Once the district determined which baseline learning model their schools could use, it must consider a number of other factors, including safety requirements, and could choose a more restrictive model. The requirements around making changes shifted towards the close of the 2020-2021 school year. Hastings Public Schools will follow guidelines and requirements put out by local, state and federal agencies.

Moving into the 2022-2023 school year, if needed the Hastings Public Schools is ready to respond to different learning models, if needed at the classroom, building, or district level.

Hastings Public Schools has become an accredited online school for grades 5-12, as of June 2021, and will continue to offer Hastings Online Learning Academy as part of the total learning programming.



# ISD 200 Return to In-Person Learning Plan 2022

## [Hastings Learning Models](#)

### **Flex Days**

Flex Days take place when the district/building or grade level is in a hybrid learning model. The days are primarily for teachers to connect with students and hold office hours. These days provide time for teachers to update their safety kits, engage in professional development, workshop time, or PLC work. Principals may use time on Flex Days for staff meetings. As a general rule, students are not in buildings on Flex Days and transportation does not run.

### **Special Services**

#### **Special Education**

Prior to the first day of school, case managers will schedule Individual Education Plan (IEP) meetings to plan for service delivery during in-person, hybrid and distance learning. Plan decisions will be based on needs identified in evaluations and post-secondary goals for secondary students.

Hybrid or distance learning programming: Students in center-based programs (Fed 3) receive additional in-person instruction to align with established needs and IEP direct time.

Federal 2 students in center-based programs will have individualized decisions for additional time based on needs and IEP team recommendations.

Hybrid or distance learning programming: Students in resource setting (i.e. settings 1 and 2) will follow the school programming model unless unique circumstances warrant additional time to be considered by the IEP team.

#### **504**

Students on 504 plans will attend school consistent with the programming model at hand. Accommodations for students will be reviewed by the respective 504 coordinators (and relevant team members) to allow for appropriate adjustments given the three programming models.

#### **English Learners (EL)**

The EL program will continue to focus on listening, speaking, reading and writing skills in both the academic and social setting for all grade levels. EL instruction will be aligned to grade level curriculum and provides support needed to participate successfully in mainstream classes.



## **ISD 200 Return to In-Person Learning Plan 2022**

ELs will receive support for mainstream content classes through guided studies with the assistance of both ESL teachers and Educational Support Professionals.

### **McKinney-Vento**

School districts and charter schools that dial back in-person instruction, in cooperation with state agencies, are directed to support communities disproportionately impacted by distance learning and hybrid learning, including but not limited to, historically under-represented families and families experiencing homelessness. Where appropriate, school districts and charter schools should prioritize providing in-person instruction and services to students from the aforementioned groups.

### **Non-Public**

Fewer licensed staff assigned to partner with non-public schools and students. Utilizing distance learning measures where appropriate.

### **Childcare**

Child care during the 2020-2021 school year followed the guidelines and requirements of local, state, and federal agencies.

### **Technology**

Hastings Public Schools implemented a 1:1 device model for all students grades 2-12. Elementary students utilize iPads, while secondary students are provided chromebooks. The district has developed a sustainability plan to continue this program. In addition, the district utilizes “hot spots” for students who do not have internet access at home.

### **Transportation**

During the 2020-2021 school year, Hastings Public Schools ran a true two-tier transportation system. For the 2022-2023 school year, the district intends to run a regular transportation schedule. If circumstances change where capacity limits on buses, based on learning model, and elementary and secondary students are in two different learning models, the district will need to adapt the transportation model as outlined in requirements set forth.



## **ISD 200 Return to In-Person Learning Plan 2022**

### **Food Service**

The National School Lunch and Breakfast meal pattern/regulations continue to be in place. Student accounts will be charged for meals based on the determined category of approved eligibility (free, reduced-price and paid). For the 2022-2023 school year, unless guidelines and requirements dictate differently, meal services will resume as normal.

In the case the school district shifts into a learning model other than full in-person, without restrictions, food services will be modified to meet the requirements. During the 2020-2021 school year, the school district implemented contactless meals, followed distancing guidelines, established ordering timetables, utilized transportation services to deliver meals, and set up meal pick up stops for families. Specific examples include:

- Food, silverware, milk will be plated by Nutrition Services staff.
- Floor markings will be placed as visual reminders.
- Face coverings/masks are required until seated for eating.
- Self-service food items like salad bars will be removed.
- Scan cards will be used instead of pin pads at cashier stations.

### **Safety and Risk Mitigation**

Hastings Public Schools is committed to providing a safe and healthy workplace for all our employees, students, parents, and visitors. To ensure we have a safe and healthy workplace, Hastings Public Schools has developed this COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Supervisors and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among all of our employees. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Our employees are our most important assets. Hastings Public Schools is serious about safety and health and protecting its employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.



## ISD 200 Return to In-Person Learning Plan 2022

Hastings Public Schools' COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- Ensuring sick employees stay home and prompt identification and isolation of sick persons;
- Social distancing
- Employee hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

### **Ensure sick employees stay home and prompt identification and isolation of sick persons protocol**

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

- Educate students and staff to ensure those who develop symptoms are not attending school.
- Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.
- Partner with nursing staff who are following MDH guidelines.
- Working with local county health services for additional guidance and suggestions.
- Encourage all people entering the facility to wash or sanitize hands.
- Masks protocols are followed.
- Send home or deny entry to children, care providers, staff, or community members with any symptoms of illness consistent with COVID-19 per MDH and CDC.
- Video conferencing and other digital means when necessary.
- Floor markings for directional flow and social distancing as required.





## ISD 200 Return to In-Person Learning Plan 2022

If a student becomes sick, demonstrating COVID symptoms, while onsite the following steps are taken:

1. School staff will contact the school nurse/director.
2. Mask and isolate the student immediately. A staff member should gather the student's belongings, and the student should wait in the site's designated isolation room until the parent arrives.
3. Contact the parents for the student to be picked up immediately and advise the parent/guardian to pick up from a separate door from the main entrance, whenever possible.
4. Custodial staff will clean and disinfect the area(s) as per CDC/MDH guidelines.
5. Inform parent/guardian that the student must remain home in quarantine as per CDC/MDH guidelines.

If a staff member becomes sick, demonstrating COVID symptoms, while onsite the following steps are taken:

1. Contact supervisor/director/principal.
2. The supervisor/director/principal will coordinate necessary coverage of the students/program.
3. The supervisor/director/principal will contact the school nurse.
4. Staff members should leave as soon as possible.
5. Staff members will keep the supervisor/director/principal informed on their status of health condition.
  - a. Employees may be asked:
    - i. Who you have had contact with.
    - ii. What areas you have been in at your site.
  - b. The employee will provide a copy of all doctor's letters and information from MDH (if available) to the district office.
  - c. The employee and district will follow all doctor and MDH recommendations (if applicable).
6. Employee names will not be identified but contact tracing may occur.
7. The district may contact/report with local, state, federal agencies.
8. Employees can use applicable leave types. Contact Jenny Burg, 651-480-7006 for further information. If paid time is not available, unpaid time will need to be used.



## **ISD 200 Return to In-Person Learning Plan 2022**

### **Confirmed Case of COVID-19**

If there is a confirmed case of COVID-19 from a child or staff currently working in the district, in certain cases we will be notified from the Minnesota Department of Health and will follow state instructions on how to proceed. If anyone informs a staff person of a confirmed case (lab or clinical) inform your supervisor immediately. More information can be found on the CDC Website.

### **IMPORTANT NOTICE:**

Privacy of students and families is critical during this time. In accordance with HIPAA (Health Insurance Portability and Accountability Act), names and information of those that have been identified as positive or those that went home sick are not to be shared (staff or child). Sharing of this information violates HIPAA and can result in discipline. Hastings Public Schools cannot disclose or assume the health conditions of children, staff or families to anyone. Please note that families may choose to remove their child from care/school/activities for a variety of reasons.

Hastings Public Schools has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. Hastings Public Schools will follow local, state and federal leave laws.

### **How do Hastings Employees request leave?**

If employees are unable to work on site, please follow the information below. You must communicate with your supervisor (principal or director) regarding the request for the leave. Documentation regarding the leave will be required.

You may be entitled to request earned paid leave, if you have a current balance, per your contract. After you have communicated with your supervisor, put the absence into Aesop/TimeClock+.

Hastings Public Schools has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine based on CDC guidelines. If the employee gets tested for COVID-19, the employee must share the results with the employer. Please contact your direct supervisor with the results. A procedure is in place to protect the privacy of employees' health status and health information.



## ISD 200 Return to In-Person Learning Plan 2022

### **Social distancing protocol**

When mandated, social distancing will be implemented and maintained between employees, students, parents, and visitors in the workplace throughout the following engineering and administrative controls, whenever possible:

Promote/Maintain a safe program environment:

- Adapt practices to allow physical distancing whenever possible.
- Adhere to MDH/CDC student/participant ratios. If social distancing cannot be attained with the group size, then the number must be reduced.
- As appropriate or required, implement programming that reduces travel (e.g., music, art, physical education) for the students/participants.
- Wherever possible, hold activities outdoors and encourage students/participants to spread out.
- Arrange classrooms to allow staff and students/participants to practice social distancing.
- Plans are in place for back-up staffing in case a staff member becomes ill during the day/program.
- Hold staff meetings/professional development virtually or in a large enough space to accommodate social distancing.
- Where appropriate, consider allowing remote work opportunities.
- Transportation services adheres to MDH/CDC student/participant ratios.
- Avoid community/shared supplies when possible, this includes but not limited to: phones, pens, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment.
- The district utilizes signage, markings and instructions to address social distancing reminders.
- Ride-sharing or sharing of vehicles should be limited as per CDC/MDH guidelines.
- The District provides recommended PPE, such as masks, nonmedical cloth face coverings, gloves, and disinfectants for staff.
- Limit nonessential visitors, encouraging remote/phone interactions.
- Mask protocols are followed at all times, as per mandates and guidelines.

### **Hygiene protocol**

Basic infection prevention measures are being implemented at our workplaces at all times. Staff, students and visitors are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the day, prior to any mealtimes and after using the restroom. All Staff, students and visitors are recommended to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers are at



## ISD 200 Return to In-Person Learning Plan 2022

main building entrances and locations within each site.

Staff, students and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Staff, students and visitors should wash or sanitize their hands immediately afterward.

Hygiene etiquette will be demonstrated on posters and will be communicated to staff and students on a regular basis in various forms.

### **Building and ventilation protocol**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. The district follows all industry guidance recommendations. Fresh air recirculation and ventilation are properly maintained and monitored.

### **Cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of occupied spaces, including but not limited to: classrooms, gyms, cafeteria, common areas, work surfaces, equipment, tools and machinery, vehicles, meeting rooms, and drop-off and pick-up locations.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

Staff are trained on how to safely use cleaning and disinfecting supplies. The custodians perform thorough cleaning and disinfecting of occupied areas every night.

All students and staff are encouraged to continuously wash their hands throughout the day (between every activity, at every transition, before after meal times, after bathroom use, before and after outside, etc).

### **Drop-off, pick-up and delivery protocol**

Hastings Public Schools will follow all related requirements and guidelines as they change. Procedures below will be implemented, as required. Hastings Public Schools will utilize passive screening practices at all sites.

- Each morning, parents are encouraged to review health screening information with their child.
- There are designated doors for entering and exiting the building.
- All visitors enter a secure vestibule and electronically sign our visitor



## ISD 200 Return to In-Person Learning Plan 2022

- management system, while practicing social distancing.
- Building staff will direct the visitor, as appropriate.
- Hand sanitizing options are available for visitors/students to use as they enter the building.
- If medications need to be dropped off, they will need to be in a sealed bag with medical providers orders and our form giving permission.
- We are accepting deliveries at our loading docks, practicing hygiene and social distancing protocols.

### **Communications and training protocol**

This COVID-19 Preparedness Plan was communicated, by email to all employees, as well and posted in each school site and posted on the district's website.

Communication and training will be ongoing by email and building/department level meetings. The COVID Preparedness Plan will be provided to all new employees prior to initial assignment.

The Hastings Public Schools COVID-19 Preparedness Plan will be posted and available in the buildings for all students, employees, including temporary employees, independent contractors, subcontractors, vendors, guests, volunteers and visitors about protections and protocols. All students, employees, including temporary employees, independent contractors, subcontractors, vendors, guests, volunteers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Principals, directors and supervisors are expected to monitor how effective the program has been implemented. Follow up with principals, directors and supervisors will take place on a regular basis. All employees are encouraged to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

This COVID-19 Preparedness Plan was originally certified by Hastings Public Schools management and the plan was posted throughout the workplace and made readily available to employees July 20, 2020. It will be updated every six months, as necessary by the Hastings Public Schools Leadership Team.

### **Communication**

Hastings Public Schools has a layered communications approach. On a weekly basis, during the school year, the Raider Update is emailed to all district staff and families. Each building is then responsible for updating parents on items specific to students of that building. Parents are directed to share questions and concerns with teachers and building administrators. Building administrators and department leads meet weekly to



## **ISD 200 Return to In-Person Learning Plan 2022**

discuss any outstanding issues. The Superintendent updates the school board on a weekly basis regarding operations of the district.

### Review

This document is to be reviewed within no more than six months. This document will remain on the Hastings Public Schools Website.