



# Jenny Lind Health and Safety Plan February 2021

## Required for in person learning

Masking Policy - Teachers will wear a face covering at all times, face shields are strongly encouraged.

Students will wear a face covering at all times, except while eating or drinking, unless otherwise noted from their doctor.

Optional saliva testing will be available for all staff members to test every other week.

PPE For direct support student services.

Build routines of hygiene education & practice.

Daily cleaning and frequent cleaning of high touch surfaces throughout the day.

Building level COVID-19 program coordinators: Pao Vue & Mercedes Walker

Limiting nonessential visitors/volunteers/external groups.

Discontinue large gatherings/activities that do not allow for social distancing- classrooms will be in pods and will limit movement to other parts of the building.

Monitoring and planning for illness.

## Face Coverings

- Types of allowable face coverings include:
  - Paper or disposable mask
  - Cloth face mask
  - Neck gaiter
  - Scarf
  - Bandana
  - Religious face covering
- The covering should cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. A face covering is not meant to substitute for social distancing, but is especially important in situations when maintaining a 6-foot distance is not possible.
- All staff must wear a face covering and are encouraged to wear a face shield at all times when around students and other staff members
  - Face coverings and face shields are provided
  - Staff may choose to wear their own face covering as long as it meets the minimum requirements of covering the nose and mouth.
- All students must wear a face covering at all times while in the building except when eating and drinking. Students need to wear face coverings in PE.
- Some students may not be able to wear a face covering due to an underlying health condition. If that is the case, you will be communicated with by the Health Office.

## Building Access During Arrival & Dismissal

Door 1 (Buses) and Door 6 (Parent Drop-Off, Walkers, and Cabs) will be used for arrival and dismissal. Hand Sanitizer Dispensers at each entry for student and staff use as they enter the building or return from recess. Students will also be encouraged to wash their hands when they enter their classrooms.

## **School Staff Arrival**

School staff are expected to follow MPS established building entry protocols which include wearing a face covering, unless medical documentation is provided; completing a self-health screening prior to arriving; and maintaining social distancing. All staff are expected to enter through Door 6 and log into the tracking app upon entry.

## **Student Arrival Requirements**

Face coverings are required at all times by students as they arrive at school and while at school, unless medical documentation is provided; 3 feet should be maintained between children as much as possible. Parents should complete a health screening for COVID symptoms before sending students to school.

## **Early Arrivals**

Communication will be posted in the Drop-off location in the parking lot stating that all students cannot enter the building until 7:15.

## **Car Drop-Off**

Adults dropping students off are expected to stay in their vehicles and use the identified drop-off/pick-up spot or visitor parking. Students will not be able to enter the building until 7:15am. Please refer to Jenny Lind pick-up/drop-off map for specifics and visuals.

## **Students Who Walk to School**

Jenny Lind students who walk or ride their bike to school will need to enter Door 6 (main parking lot side on Dupont) no earlier than 7:15 a.m. Students will be dismissed at the end of the school day to walk home from that side as well.

## **Bus Arrival**

Jenny Lind will follow established MPS Transportation protocols and expectations. See below for more details. Upon bus arrival, students will be met by a school staff member and exit the bus with a face covering then walk to the building. They will go through the breakfast line. Students should remain socially distanced from each other (3 feet) as they enter the school. Jenny Lind staff will be located around the school at designated duty stations to support students getting to their classrooms.

## **Breakfast**

Students will pick up a milk and breakfast bag from tables near the entrance (staffed by the Culinary team). Students will go directly to their lockers to put away their coats/backpacks and then to their classrooms to eat.

## **Late Arrival**

Students will enter through Door 6, the Security Monitor will buzz them into the building. Face coverings are required unless medical documentation is provided. The student will check-in at the security desk before walking to their classroom; after 11:00 they will need to check-in in the main office. Families should call the school to notify them that the student will be arriving late.

## **Bus Loading & Unloading**

Transportation will mark and color code the exact seat locations for students based on the number riding on each run. Each configuration is to maximize the distance between students. For the afternoon loading at schools, a seating chart will be used to maintain information for contact tracing.

## **Student Dismissal Requirements**

Students will be dismissed based on bus numbers. Staff will be assigned to support arrival and dismissal routines. Unless medical documentation is provided, students must wear face coverings at all times as they depart from school until they are off school property. Face coverings must also be worn while on a District bus or other transportation vehicle; 3 feet should be maintained between children as much as possible.

## **Car Pick-Up**

Jenny Lind will continue to have staff monitoring students at designated duty stations. Students who are being picked up will go to the gym at their designated area (pick-up/drop-off curb). Drivers will need to stay in their vehicle as students walk to their vehicles from the gym. Students will exit door 7 and come to your car.

## **Parent Walk-Up**

Schools will identify a waiting area outside of the building for parents/guardians if they are on foot to pick up their student. MPS Health and Safety Protocols will be required of parents/guardians such as wearing a face covering and maintaining a social distance of 6 feet while waiting in the designated area. Parent/guardians are

not to walk up to or wait at the student entry/exit doors. Parents and visitors will not be permitted in the building without an appointment.

### **Student Walk Home**

When walking home, students are encouraged to stay away from non-family members and wear their face covering until they arrive home.

### **Bus Loading**

Designated staff and MPS bus drivers will ensure students exit the school and enter the bus following established MPS Health and Safety Protocols. MPS Transportation will train their staff on expectations and protocols for students boarding the bus. Staff on duty will ensure social distancing and face covering expectations are followed as outlined in the MPS Health and Safety protocols, as well as MPS Transportation Plan protocols.

### **Morning Loading & Unloading**

- Daily attendance will be taken by the school bus driver as each student enters the bus for contact tracing.
- School bus drivers will load the bus filling in the seats starting at the back of the bus on the marked seats only (siblings will sit together).
- Limit two or three students per row based on seating chart.
- Students will wait on the school bus until a Lind staff member comes and greets the bus and speaks with the driver.
- School bus drivers will have students unload from the bus one at a time from front to back.
- Lind staff members will escort a distanced line into the building where students will grab breakfast and walk to their classroom.

### **Afternoon Loading & Unloading**

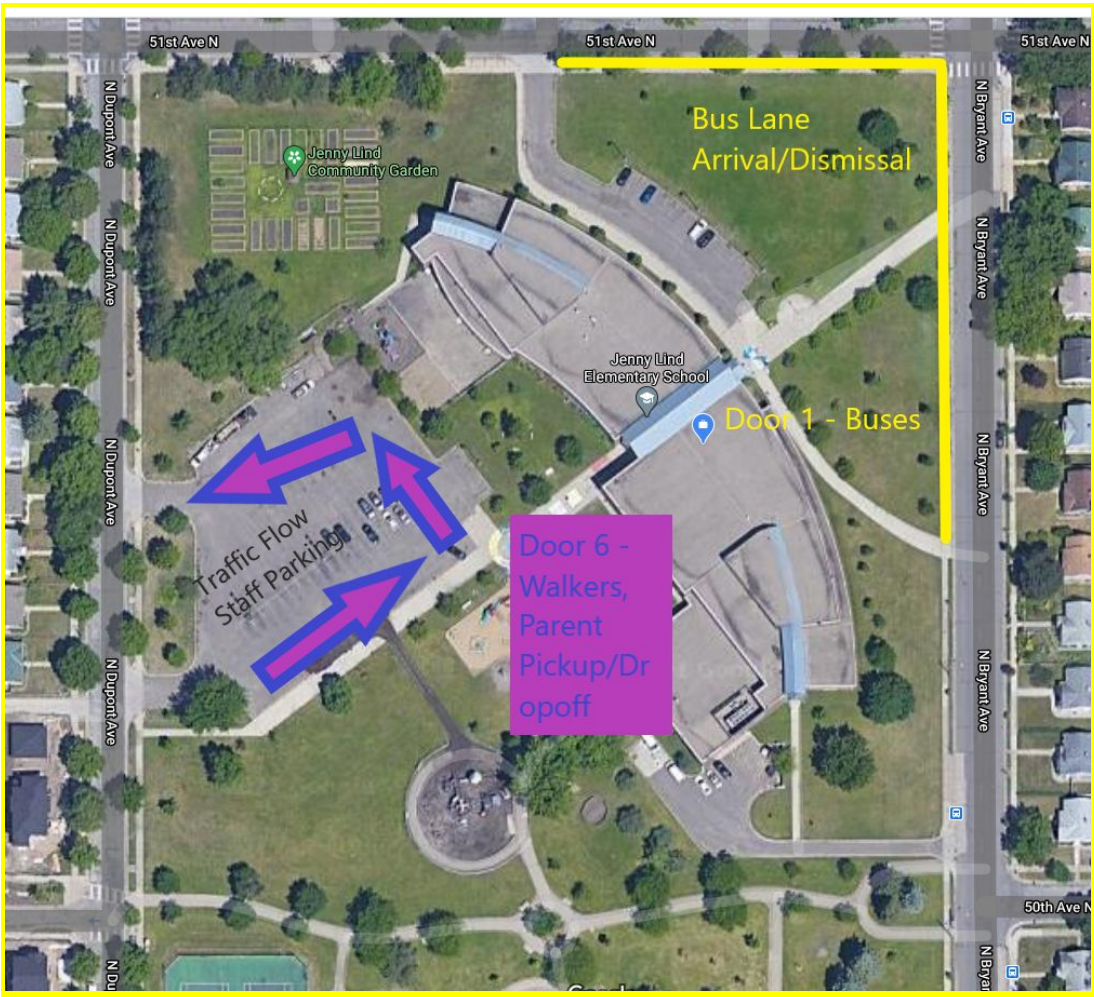
- Students will wait in their classrooms until their bus is called. Then they will proceed to the Atrium and line up in their assigned seat order. Staff will chaperone students to their bus.
- Students will fill in the seats beginning from the back in the bus (students who will be dropped last will be seated back in the bus with seated mark, siblings will sit together)

- School bus driver will have students unload one at a time at each stop
- Limit two or three students per row based on seating chart
- Attendance will be taken by the school bus driver as each student exits the bus for contact tracing.

**Bus Passes**

During the pandemic, MPS is **HIGHLY DISCOURAGING** the use of bus passes so that we can keep the cohort of bus riders consistent for contact tracing purposes. Please reach out to the main office in case of emergency and we will do our best to help solve the transportation issue.

**School Site Maps**



## **Movement within School Requirements**

Face coverings are required, unless medical documentation is provided, and social distancing of 6 feet between adults and between adult and student needs to be maintained at all times when moving through the school.

### **Entering the Classroom**

When students enter classrooms, staff should ensure they enter one at a time, are wearing face coverings, and are social distancing from one another (3 feet); classroom staff will also ensure hand sanitizer is available upon entry.

Student's personal belongings will be stored or hung in assigned lockers. Students are responsible for managing their materials and personal belongings.

Staff who enter the classroom with the intention of staying and working with students will be required to sign in on the [Classroom Sign In/Out Sheet](#) located on a designated clipboard. Daily sheets should remain on the clipboard.

### **Restroom Use**

For students with restrooms in their classroom: Students will wash their hands after bathroom use. Established MPS Health and Safety and Cleaning protocols will be followed to ensure cleanliness. During recess, students will continue using their designated class-assigned restroom.

Classes will be assigned whole group bathroom break times during which students will maintain social distance in and out of the restroom.

### **Multi Stall Restrooms**

- If you have a restroom within your classroom, use it for your class.
- Each pod should create a bathroom break schedule to minimize groups of students mixing in the hallways/pod.
  - K/1 classrooms will use the bathroom in the K/1 wing
  - 2 / 3 classrooms will use the bathroom in the 2 / 3 wing
  - 4 / 5 classrooms will use the bathroom in the 4 / 5 wing
- Use a pass to send individual students to the restroom only in emergency situations.

- High touch areas in common spaces will be cleaned and disinfected throughout the day by custodians.
- All bathrooms will be fully disinfected by custodial staff between school days when rooms are empty.

### **Staff Restrooms**

- Avoid gathering outside the restrooms. Maintain 6 feet of social distance between staff.
- Ensure you wash your hands thoroughly before you leave and avoid high touch areas by using a paper towel.
- High touch areas will be cleaned and disinfected throughout the day by custodians.

### **Hallway Activity**

When traveling through the school, adults and students will stay on the right side of the hallway, maintain 6 feet social distance, wear a face covering (and face shield for adults), and walk in one single file. Staff are expected to assist students in following posted signage.

### **Use of Group Spaces**

When using group spaces, staff will follow MPS Health and Safety Protocols, have students wear face coverings and maintain 6 feet social distance between student groups and 3 feet between students within a group.

### **Meal Service**

#### **General Information**

Students are allowed to remove their face covering while eating or drinking meals but must immediately put them back on after finishing.

#### **Breakfast**

Breakfast will be prepackaged and picked up by students from designated tables as they enter the building during arrival. Breakfast will be eaten in the classroom.

Trash from breakfast should be placed in trash barrels that will be positioned in each classroom and pulled by custodians after the first hour of school.



## **Lunch**

Lunch will be dropped off to classrooms at their designated time. Building staff will be assigned to meal supervision in each classroom that will include monitoring social distancing, assisting in clean up.

## **Hydration Breaks**

Everyone is encouraged to bring a water bottle from home for use at the hydration station. Lind will request small disposable cups from CWS for all classrooms, allowing students and staff access to drinking without the use of the drinking fountains. Drinking fountains will be covered and are not to be used.

## **Hallways & Stairwells**

- Custodial staff and Admin will post wall and floor signage to help control traffic patterns in corridors and stairwells.
- Students will use the floor stickers denoting social distancing while waiting for the bathroom and in other high traffic areas.
- Reference the waiting and stop signs with students when they are waiting (remind students to keep their face covering on).
- Students and adults will walk in a single line on the right side of all stairwells, whether going up or down. This allows for social distancing across the stairwell. Teachers will not be able to walk their students in two lines down the stairwells.
- Only 2 individuals are allowed in the elevator at one time.
- Clear signage and arrows will be used to support hallways and stairwells.
- Each grade will have a designated stairwell that they use for movement within the building
  - Grades 2 and 3 will use the middle stairwell
  - Grades 4 and 5 will use the stairwell by the 4th and 5th grade wing

## **Classrooms**

### **Classroom Environment Requirements**

- Face coverings required at all times.
- Social distancing of 3 feet for children.
- Handwashing and sanitization when necessary.
- Cleaning and disinfecting surfaces when necessary.

### **Seating and Movement within the Classroom**

Teachers will arrange tables or desks to maintain 3 feet distance between each student and 6 feet of distance for adults/teachers with assistance as needed

from custodial staff. Clear pathways will be established to allow access to the sink, desk, and various locations within the classroom.

Teachers will determine the amount of existing furniture to be used and the room layout to support learning. Teachers will create and post seating charts.

MPS will provide portable desktop barriers for adults to use when providing one-on-one or small-group instruction where 6 feet between adults and students cannot be maintained.

## **Sanitization of Room Once Cleared**

Custodial staff will follow MPS Plant Operations [service level and protocols](#) with a full room disinfection after the room is vacant at the end of each day. Teachers and staff will have ready access to approved disinfecting solutions and towels to sanitize desks and hard materials throughout the school day, if desired. Custodial staff will follow a process to ensure spray bottles are filled each day with approved disinfecting solutions. After students have finished eating in the classroom, surfaces will need to be cleaned by classroom staff.

## **Common Areas**

The Building Safety team will ensure tables or desks are arranged to maintain 3 feet distance between each student. Clear pathways will be established to allow access to the sink, desk, and various locations within the classroom. The Building Safety team will determine the amount of appropriate furniture and room layout to support learning.

## **Material Handling**

Any item (recess/PE equipment such as balls, hula hoops, etc.) with the potential of multi-usage will need to be disinfected by classroom staff prior to the next use, including equipment used during physical education or recess. Teachers are encouraged to continue use of Seesaw for assignment turn in. They may choose to have baskets or storage areas for papers and materials to be turned in, allowing time between contact. Community sharing of materials will not be permitted. Lind will provide bins and materials for each student.

## **Main Offices**

Plexiglass dividers have been provided for key public contact areas such as the main office. In main office waiting areas, building custodians will remove chairs or space out 6 feet apart. Staff should be aware when others are in the office and maintain 6 feet of social distance.

### **Health Office and Isolation Room**

- Staff will call the health office, 82033 or 82052, if a student is showing any signs of illness or for how to handle various health problems, such as cuts, injuries, and signs of illness. The Licensed School Nurse and the Health Services Assistant are trained in proper PPE use for student illness situations.
- Child is seen outside of the classroom to determine next steps. If the nurse deems it necessary, the student will be escorted to the illness Room by health office staff
- Room 134 is being used as our illness Room. Staff will supervise students in the illness room who may need to wait for transportation. A staff member will be identified to back up student supervision in the illness room in the event that health office staff are needed elsewhere for routine medical procedures.
- If it is deemed necessary by the health office staff to bring the child to the illness room, the child's family is notified to pick up the child
- Transportation will be provided to transport ill students home if the parent / guardian cannot pick up the student in a reasonable time (less than an hour).
- Isolation Room is cleaned after use
- If necessary, contact tracing protocol is put into effect

## **Handwashing and Sanitizer**

### **Ventilation**

Windows should be kept closed to maintain proper air balance throughout the building so air handling systems work as planned. Exterior doors will not be propped open due to school safety expectations. MPS Plant Operations is responsible for the maintenance of the facility and the expectations for portable HEPA filters and HVAC systems. Classroom staff will not move HEPA filters between rooms and, if a HEPA filter has been placed in the room, will operate those filters at the 400 CFM setting at all times while the room is occupied.

### **Sanitization Between Learning Activities**

Every classroom will have alcohol based disinfectant wipes and hand sanitizer. Approved disinfectant spray and paper towels are available for use at sanitizing stations distributed throughout the school. A collaborative effort between

teachers, support staff, and custodial staff will occur to ensure cleaning within the building. Custodians will follow the [established cleaning and disinfecting schedule](#) and staff will assist with disinfecting and cleaning rooms and materials during the day in classrooms.

- Build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities.
- Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer.
- Supervise the use of hand sanitizer by students.
- Staff and students should use hand sanitizer every time they leave and enter a classroom or other space.
- Reinforce hand washing or sanitizing during key times: arrival and dismissal; before and after eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people.

## **Work Rooms / Copy Machines**

- Do not congregate by copiers. Maintain 6 feet of social distance with other adults at all times.
- There are three spaces to make copies at Jenny Lind. Staff will maintain only two people close to the copier at all times; staff will maintain 6ft of distance as they wait for the copier.
- Plan ahead to avoid busy times in the workroom/copier area.

## **Staff Lounge**

- Maintain 6 feet of social distancing at all times. If masks can not be worn because of eating/drinking, more space is recommended.
- Whenever possible, use classroom spaces, offices, and other empty areas for eating lunch/taking breaks.
- Sanitize before and after touching surfaces in the staff lounge, such as the refrigerator and microwave.
- Staff are required to complete the [Staff Lounge Sign In/Out Sheet](#) to track usage for contact tracing. Sign-in sheets should remain in the staff lounge on a clipboard.

## **Media Center**

Lind Media Center will be closed for students. Staff may use the copier as needed. All common areas and media centers will be fully disinfected by custodial staff between school days when rooms are empty.

## **Inside Recess**

During indoor recess, students will stay in their classroom. Depending on availability of adult coverage, open rooms may be used to support indoor recess. Prior to the start of indoor recess, teachers will review activities students are permitted to do. MPS staff will supervise students by ensuring students wear their face covering and maintaining social distancing.

## **Outside Recess**

MPS staff will supervise students while on the playground. The number of classes in the outdoor recess area will be limited to maintain 3 feet of social distancing between students and 6 feet between classroom groups. Face coverings are required during recess. Students will need to follow face covering and social distancing expectations. Staff will have a radio allowing communication at all times. Students will continue to use designated bathrooms either in the classroom or designated stall.

## **Recess Access**

- K-3 students will use Door #6; 4-5 Door #15 (south end doorway) to exit and enter for recess. Following the scheduled time is critical in order to avoid a large number of students in one area. Hi-5 will use their classroom doors.
- Students will use the internal right door to exit the building for recess. Students will enter the building using the external right door.
- Hand sanitizer stations located in the main atrium. Students must use hand sanitizer upon re-entering the building. Students wearing mittens will sanitize or wash their hands when they return to their classrooms.

## **Playgrounds**

- Outdoor areas, such as playgrounds (if above 32f) and fields, will be open.
- A recess plan and schedule will be created to ensure classes can remain with their cohorts and have time on the playground.
- Staff will be assigned to monitor recess and should remind students to stay 3 feet apart and to wear face covering and monitor during recess
- Daily cleaning and sanitizing will take place on hard surfaces by building custodians if above freezing.

- The “Pirate Ship” playground will not be available for Lind students.

## Ventilation

- MDH guidance is to ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk. Classroom staff will be responsible for opening and closing windows as possible / necessary.
- MERV 14 filters are now being used in Lind’s ventilation system.
- Ventilation systems will continue to be started 2 hours before occupancy of the school and will remain operational 2 hours after the school is closed in order for each classroom, common spaces and offices to receive fresh outside air at least two hours prior to building occupancy each day.

## Optional Saliva Testing

- Lind has a team of saliva testing coordinators.
- Optional saliva testing will be available to all staff on site every two weeks on Monday, starting on Monday, February 8th.
- Staff will pre-register prior to the testing day (you do not enter any insurance or payment information, this is completely free. If you are prompted for information, you are on the incorrect website).
- Do not eat, drink, or smoke 30 minutes before testing.
- Bring your own cell phone or device to complete the pre-testing questions when you arrive at the testing table.
- Wear a face covering and stay socially distanced in the testing area
- Sanitize your hands before and after testing.

## MPS Resources

- [The Source: Health and Safety Resources for Staff](#)
- [Phase 5 Guidance and Staff FAQ](#)
- [Health and Safety Parameters](#)
- [Link to ADA, FMLA Forms](#)

## Other Resources

- Masks and face coverings ([www.health.state.mn.us/diseases/coronavirus/prevention.html#masks](http://www.health.state.mn.us/diseases/coronavirus/prevention.html#masks))
- Face Covering Requirements and Recommendations under Executive Order 20-81 ([www.health.state.mn.us/diseases/coronavirus/facecover.html](http://www.health.state.mn.us/diseases/coronavirus/facecover.html))
- Frequently Asked Questions About the Requirement to Wear Face Coverings ([www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html](http://www.health.state.mn.us/diseases/coronavirus/facecoverfaq.html))

- Moving Personal Protective Equipment into the Community: Face Shields and Containment of COVID-19  
(jamanetwork.com/journals/jama/fullarticle/2765525)
- 2020–2021 Planning Guide for Schools  
<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>
- COVID-19 Vaccine and Phases and Planning  
<https://www.health.state.mn.us/diseases/coronavirus/vaccine/plan.html>
- Minnesota's Daily COVID Situation Update: (can subscribe to updates)  
<https://www.health.state.mn.us/diseases/coronavirus/situation.html>
- COVID Variants info  
[https://www.cdc.gov/coronavirus/2019-ncov/transmission/variant.html?ACSTrackingID=USCDC\\_2067-DM45432&ACSTrackingLabel=New%20Year%E2%80%99s%20Eve%20%7C%20COVID-19&deliveryName=USCDC\\_2067-DM45432](https://www.cdc.gov/coronavirus/2019-ncov/transmission/variant.html?ACSTrackingID=USCDC_2067-DM45432&ACSTrackingLabel=New%20Year%E2%80%99s%20Eve%20%7C%20COVID-19&deliveryName=USCDC_2067-DM45432)