



GREAT OAKS
A C A D E M Y

Safe Opening Plan

Operational Practices: Training and Communication



Our School Director will be the appointed staff member for all COVID-19 related concerns, questions or practices. The Director will communicate daily with our Director and Staff, to make sure appropriate measures, precautions, plans and trainings are in place. We will also communicate with our nurse staff.

Training:

Staff/Substitutes	Students	Parents	Volunteers
The Director will train all staff members on the specific protocols, actions, plans and details of the plan to return to school. Each staff member will verify he/she received training.	Classroom teachers will train students in safety procedures and precautions such as handwashing, sanitizing, use of face coverings, social distancing, and new routines for the school safety plan.	The Director will share the plans for returning to school with the parents. This will include daily routines and practices and processes that parents will be expected to participate in for the best interest of students and staff. Parents should read and understands the plan.	Volunteers will be approved by the Director. The Director will train volunteers on the specific safety protocols such as handwashing, sanitizing, use of face coverings, and social distancing. Volunteers will verify he/she received training.

Learning Scenarios: Overview



As a public charter school, Great Oaks Academy will follow the parameters determined by the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE) to implement a safe opening plan for our school that prioritizes the health and well-being of students and staff, while also endeavoring to provide the highest quality classical education. Great Oaks academy reserves the right to modify the learning scenario.

The three Learning Scenarios set forward by MDE are dependent upon the local county case rate for COVID-19:

- **Scenario 1**–In-person learning for all students. Staff and students will reduce close contact and follow all requirements outlined by MDH for this model.
- **Scenario 2**–Hybrid learning. This model implements strict physical distancing and limits the classroom capacity, following all requirements outlined by MDH for this model.
- **Scenario 3**–Distance Learning Only. Students and teachers will connect in daily teaching and learning activities via technology.

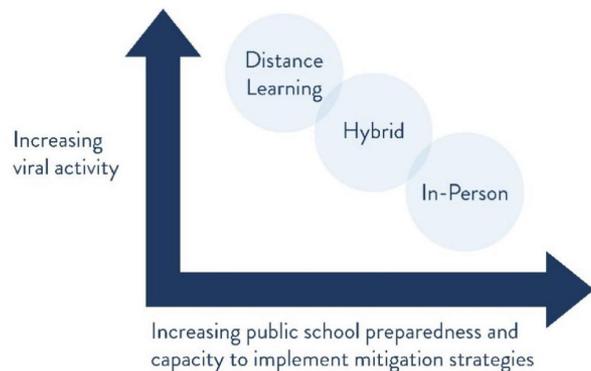
Learning Model Parameters

Number of cases per 10,000 over 14 days, by county of residence	Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

Learning Scenarios: Overview



- Great Oaks Academy will monitor the impact of COVID-19 on the surrounding community and maintain ongoing communication with local public health authorities to determine if our model needs adjustment.
- Decision-making regarding school format will remain fluid and dependent upon the COVID-19 case numbers for Dakota county in order to prioritize the safety of staff and students.
- Parents may opt-out of in-person or hybrid learning, due to medical or safety concerns. Per the Governor’s executive order, Great Oaks Academy will provide an “equitable distance learning model” to all such families that prefer a distance learning format.
- In Scenarios 1 and 2, staff and students (6 and older) physically present in the school building will be required to wear an acceptable face covering (cloth, disposable, or a face shield, per the Executive Order 20-81. Great Oaks Academy will provide one cloth face mask and have disposable face masks on hand.



Learning Scenarios: Overview



- At the time of publication, the current number of cases per 10,000 in Dakota county was within the range that allows for Scenario 1, In-Person Learning with physical distance, symptom monitoring, and safety protocols in place.
- Given that the number of cases has steadily increased in the last few weeks, and considering the disruption that may occur when transitioning between models, **Great Oaks Academy leadership has chosen to begin the year in a modified Scenario 1, with shortened, In-Person learning days, Monday through Friday, Hybrid learning.** This model is close enough to our Hybrid model that it will allow the Academy to remain consistent in an educationally stable format for as long as possible, even if the case numbers increase.
- The Academy will monitor the number of COVID-19 cases and reserves the right to modify or change the scenario per guidance from our Regional Support Team.

Learning Scenario: In-Person



- **In-Person learning for all students**

- This scenario will be implemented when the county case rate for COVID-19 is less than 20 cases per 10,000 people.
- In this scenario, close contact will be minimized and physical distancing will be observed where possible.
- Masks will be required according to the statewide mandate for staff and students (ages 6+), except where legal exemptions exist (see here for more information on exemptions).
- This model allows for the highest quality of classical education.
- In this model, Great Oaks Academy will proceed with traditional classical learning models as much as possible, with modifications according MDE and MDH guidelines for physical distance, sanitation, and occupancy.
- School days will be shortened to minimize the amount of in-person contact and make mask-wearing more feasible for small children. Despite a truncated school day, we will still achieve the desired number of student contact hours.
- Classrooms and public areas will be modified to provide for physical distancing.
- Class sizes are small enough to allow us to operate near or under 50% maximum occupancy.
- Lunch and recess procedures will be adapted to prioritize the safety of staff and students.

Learning Scenario: Hybrid



- **Hybrid Learning Defined**
 - Hybrid learning is a strategic combination of in-person learning and distance learning.
 - This model allows for limited vital face-to-face instruction, but uses technology to supplement and extend in-person instruction.
 - Class instruction time will prioritize authentic learning and collaboration opportunities.
 - Distance components may involve educational multimedia, learning practice, discussion, and check-ins with teachers.
- **Synchronous Learning**
 - Synchronous learning occurs in real-time. Teachers engage students in a specified virtual environment (e.g. Zoom, Kahoot, etc.), to accomplish a specific learning goal (e.g. direct instruction, discussion, review, etc.), at a specific time. Teachers may accomplish online synchronous learning in a variety of ways, including video conferencing, live chatting, or live streaming classes. This type of digital learning allows for greater teacher-student engagement, and educational depth, but it is less flexible than asynchronous learning.
- **Asynchronous Learning**
 - Asynchronous learning allows for flexibility, since it does not occur in real-time. Teachers may provide pre-recorded content and learning materials for students to view, assignments to complete, or tests for evaluation, and students may access and complete tasks within a given timeframe. Asynchronous learning methods may include streaming instructional video, posting a video or written response to a question or text, or completing a self-guided module or task. Asynchronous learning does not allow for as much rapport, but gives students the ability to work through lessons at their own pace.

Learning Scenario: Hybrid



- **Hybrid Learning**

- This scenario will be implemented when the county case rate for COVID-19 reaches 20+ cases per 10,000 people.
- In this scenario, MDE requires schools to limit the total number of people in the school facility and busing to 50% maximum capacity. Adequate physical distancing must be observed at all times.
- This model utilizes a combination of in-person and distance learning. Great Oaks Academy will facilitate half day in-person learning that follows MDE and MDH requirements from 8:30 a.m. to 12:30 p.m. every day, for all enrolled students. The remainder of the school day will be via distance learning. The distance component of this model will feature easy to implement take-home activities, with clear instructions, as well as possible virtual meetings with teachers to round out each school day.
- Bus arrival times in the morning will be from 8:30-9:45 a.m. Dismissal will be at 12:25 p.m. with transportation available.
- Students receiving school lunches will be provided these to take home in sealed “to-go” packaging.
- Partitions, cohort grouping, and other strategies may be implemented as needed to ensure physical distancing protocols.
- This scenario has a secondary stage that implements an AM and PM student cohort to retain the M-F half day format. The Academy will reserve this option as a resort to delay a move to full distance learning in the case of increased cases.

Learning Scenario: Distance Only



- **Distance learning for all students**
 - This scenario will be implemented when the county case rate for COVID-19 is 50+ cases per 10,000 people.
 - In this scenario, all in-person education will cease and the Academy will deliver instruction via distance methods.
 - The Academy will continue to provide lunches for qualified students.
- **Distance learning defined**
 - In this model, classroom instruction occurs entirely online. Teachers may use synchronous or asynchronous methods as defined above.
 - The Academy will provide clear communication and implement an effective, simple system for content delivery, scheduling, and submission of completed assignments. The intention would be to continue to provide as much hands-on learning as possible and maintain healthy screen time expectations for students.
 - The Academy will use a Learning Management System (LMS) or pick-up/drop-off options to provide students appropriate educational materials.
 - This model requires equitable access for all students, according to MDE guidelines. The Academy will work with families to ensure this access.
 - The Academy will have a limited number of devices available to support access for qualified students.

Operations: Protective Measures



- **Cleaning and Disinfecting**

- Surfaces that are commonly touched, will be regularly sanitized at a minimum of two hour intervals.
- The school facility will be thoroughly cleaned and sanitized nightly in accordance with MDH guidelines.

- **Face Coverings**

- Staff and students will be required to wear a face covering within the building, and during drop off and pick up when physical distancing is not possible.
- To comply with the Statewide face covering policy, disposable face masks and face shields will be acquired by the Academy.
- Students will be provided one reusable cloth face mask by the Academy.
- Staff members will be provided with two reusable cloth face masks and a face shield by the Academy.

- **Daily Health Screening**

- Before entering buses or the school, students and staff will be screened for COVID-19 symptoms in accordance with the Minnesota Department of Health (MDH) recommendations for health screening.
- Staff members or students experiencing symptoms related to COVID-19 or who are presumed positive for COVID-19 will need to contact the Academy Office for next steps.
- The Office and our school nurse will work with MDH to determine next steps based on the Centers for Disease Control and Prevention (CDC) and MDH guidance in symptomatic or positive cases of COVID-19.

Operational Practices: Protective Measures



Health Screening:

Students	Staff	Parents/Guests	Volunteers
<p>Parents should screening their child/children before school each morning.</p> <p>Teachers will screen the students at the beginning of the school day.</p>	<p>Staff will screen themselves each morning before school.</p>	<p>The front desk will screen all parents and guests before entrance into the school building.</p>	<p>Volunteers will be screened before entering the building each day.</p>

We ask that you do not administer Tylenol or any other fever reducing medications to your child/children prior to sending them to school.

Operational Practices: Protective Measures



Screening Checklist for parents/guardians before school or for guests before they enter the building:

	Take temperature before entering school building. Temperatures of 100.4 or more is a fever.
	Verbally confirm with person being screened that there is no fever, shortness of breath or cough, chills, muscle pain, sore throat, fatigue, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea. (Not everyone with COVID-19 has all these symptoms and some people may not have any symptoms.)
	Visually inspect person being screened and confirm there are no signs of illness which could include, flushed cheeks, rapid breathing, or difficulty breathing, fatigue, or extreme fussiness.

Operations: Protective Measures



- **Daily Screening Questions:**

- Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition? * (See next page for list of symptoms)
- Has your child had close contact in the past 14 days with a person who has been diagnosed with COVID-19 or someone who is waiting for COVID-19 test results? *



Operations: Protective Measures

Symptoms	Yes	No
A new cough	If they answer Yes to this symptom- they should get a message to contact the school nurse prior to sending student to school	
Shortness of breath	If they answer Yes to this symptom- they should get a message to contact the school nurse prior to sending student to school	
Fever (100.4 degrees F or higher), or feeling feverish	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
Chills	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
A new sore throat	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
New muscle aches	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
New headache	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
New loss of smell or taste	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	
Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea	If they answer Yes to 2 of the symptoms below- they should get a message to contact the school nurse prior to sending student to school	

Operations: Protective Measures



- **Hand Hygiene**

- Staff and students will be required to wash their hands at a minimum of two hour intervals and after touching commonly shared surfaces.
- Hand sanitizing stations will be placed at each entrance and at multiple locations throughout the building.
- Hand sanitizer is for use when hand-washing is not available.
- The Office will reserve a quarantine area for students exhibiting symptoms of COVID-19.

Operations: Physical Environments



- **Modifications**
 - Furniture in common areas will be arranged to encourage physical distancing.
 - Classroom furniture will be arranged according to MDH physical distancing guidelines.
 - Class movement in hallways will be coordinated to ensure physical distancing and limit interaction between classes.
- **Sanitizing Stations**
 - Hand sanitizing stations will be placed in each classroom, in high traffic areas, and at each entrance to the building.]
- **Physical Distancing** (aka Social Distancing)
 - During in-person learning, staff and students will observe physical distancing whenever possible.
 - During hybrid learning, staff and students will observe strict physical distancing.
 - Students will remain in small classroom cohorts when possible while in the building.

Operations: Physical Environments



- **Signage**

- The Academy will provide signage at all entrances to inform those entering of the expectations within the building.
- Signs in bathrooms and sanitation stations will be provided to inform students and staff of the importance of proper and frequent hand hygiene.
- Signs around the building will remind staff and students of physical distancing.
- Directional arrows may be used to reinforce physical distancing and minimize interaction in high traffic areas.

- **Shared Materials**

- Students will provide classroom supplies for personal use.
- Classrooms will not use community supplies.
- Commonly touched objects will be sanitized between uses.

Operations: Day to Day



- **Visitors**

- Visitors will be limited to essential services and by appointment only.
- The Academy will require Visitors to follow safety protocol.
- Visitors will sign in to provide contact information.

- **All School Gatherings**

- All school large group gatherings will be temporarily suspended.

- **Meetings**

- The Academy will incorporate virtual formats, such as Zoom, when possible.
- In-person meetings on campus will require physical distancing.

- **Field Trips & Extracurricular Activities**

- Field trips and extracurricular activities will be put on hold temporarily.

- **Food Service**

- School breakfast and lunch will be provided.
- School meals will be individually pre-packaged.
- In a Hybrid Scenario, only students in After Care will eat in the school, in small, distanced cohorts.

- **Recess**

- Students will participate in regular recess.
- Classes may have recess, alternating between indoor and outdoor spaces.
- Students will be encouraged to practice physical distancing.
- Students will not be required to wear face coverings while outside for recess.

Transportation



- **Great Oaks Academy Busing**

- Capacity of buses will be limited to 50% of riders.
- Students and drivers will wear a face covering while on the bus.
- A health screening will be administered to students and drivers, before boarding the bus.
- Assigned seating will be required in a manner that loads the bus from back to front.
- Upon arrive, students will be released from buses in a staggered manner to allow for physical distancing as students enter the building.
- Buses will be sanitized and deep cleaned in accordance with the guidelines established by the Marschall Bus Line and MDH.
- Bus times are subject to change and dependent upon the finalized schedule from the bus company.

Transportation



- **Self-Transportation**

- Parents are encouraged to provide transportation for their children if possible. Parents will follow the drop off and pick up procedures provided by the Academy.

Operations: Day to Day



- **Arrival and Dismissal**

- Morning drop-off and bus arrival times will be 8:30-9:00 a.m.
- Students will wear face masks on the bus.
- Students will wear face masks when entering or exiting the building in high traffic areas.
- Dismissal time will vary depending on which learning scenario is in place (12:30-12:45 p.m. for Hybrid, 3:00-3:30 for In-Person).
- Staff will be on hand to facilitate drop off and dismissal.
- Parents will not be allowed into the building during drop off or dismissal. Parents will be asked to wait outside of the main entrance. They must wear a face covering and practice physical distancing.
- Signage, directional arrows, and or other means may be used to direct students. Students will be directed to pre-class recess upon arrival at the Academy, and will enter the building in staggered groups.
- Students will be escorted from the building as they are released from their classroom.
- Students will not be allowed in the building prior to 8:30 a.m. or after 12:30 p.m.

School Day: Morning Drop Off/Breakfast



- **Drop-Off Protocol**

- The bus and parent vehicles will have designated drop off locations indicated by signage.
- Student will be directed by staff into the building and screened.
 - Backpacks will be placed in the gym in designated areas by grade level.
 - Students eating breakfast will be directed to designated, distanced tables receive their individually packaged breakfast.
 - When finished with breakfast, students may join recess on the playground.

- **Inclement Weather**

- Students will follow the same procedure, except recess will be in the gym.

School Day: Morning Dismissal



- **From gym**

- Students will line up according to grade level in the gym and be physically distanced as they wait to be dismissed.
- Classes will be dismissed at staggered intervals.

- **Hallways**

- Staff will review procedures with the students about safety measures in the hallway and other parts of the school building.
- Classrooms should take turns and stagger use of hallways to minimize traffic.
- Students should walk in specific directions and on specific sides.

School Day: End of Day Dismissal and Pick Up



- **Bus begins loading at 12:45 pm**
 - Classes will stagger time to travel from classroom to the gym.
 - Student receiving lunch will be directed to pick up their bag lunch to be brought home.
 - Backpacks will go in designated area by grade level.
 - Students will wait with their class until their ride arrives.
- **Parent Pick up from 12:30 - 12:45 pm**
 - All parents should pick their child up outside in designated spots and not enter the building.
 - If there is inclement weather, the procedure remains the same.
- **After School Care**
 - After Care students receiving school lunch or bringing lunch from home will eat at distanced tables.
 - Students will be escorted to the playground when finished with lunch.
 - If inclement weather, students will remain in the gym.

School Day: Classroom



- **Masks are required for Teachers**

- One face shield will be supplied for teachers and support staff.
- Masks are required for students ages 6 and up (*until the MDH removes the mandate, then it will be parent choice).
- Students are encouraged to have a clean mask every day.

Masks are required for teachers during instruction and close contact.

Face shield can be used to replace the mask for certain instructional purposes.

Masks must be worn when walking around the hallways and school.

Masks can be removed when sitting at desks.

Masks can be removed during lunch, recess, physical activities, singing, instruments, and if it impedes instruction, etc.



School Day: Classroom

- **Face Coverings for K- 6 students**
 - One cloth mask will be supplied for each student
 - Face coverings are required for students ages 6 and up (*until the MDH removes the mandate, then it will be parent choice)
 - Students are encouraged to have a clean face covering every day.
 - Face shields may be allowed to accommodate instruction, and for qualifying students per MDE recommendations.
 - Students will be provided a lanyard to attach to their mask for when it is removed.

Masks can be removed when these physical distancing guidelines are followed...
Times of instruction when it would impede student learning
Lunch and recess
Snack time
Times of physical activity, playing instruments, etc.

School Day: Classroom



- **MDE 2020-2021 Planning Guide Recommendation for Face Coverings:**
 - “A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering in the following situations: Among students in Kindergarten through grade 8, when wearing a face covering is problematic for the student. The determination of whether a face covering is problematic must be made on an individualized, case-by-case basis, and schools may not rely on this paragraph to allow entire age groups, grades, or classrooms of students to wear a face shield instead of a face covering. By teachers (all grades), when wearing a face covering may impede the educational process. For staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition. For staff providing direct support student services, when a face covering impedes the service being provided.” (P. 8)

School Day: Sharing and switching Classrooms



- **Teachers and students will stay in their same space**
 - Keep student movement limited.
 - If students are moved to another room, all used surfaces will be sanitized before and after.
 - Students must bring their own supplies. No supplies can be shared between students.
 - Paraprofessional support will follow safety procedures when switching from one class to another.

School Day:



Sharing Manipulatives

- **Teachers will instruct students on how to share classroom materials.**
 - Students will wash or sanitize their hands before and after using shared materials.
 - Face coverings are required anytime students are playing or interacting with other students or adults.
- **Students will have their own school supplies.**
 - School supplies will not be shared.
- **School materials will be passed out by the teacher.**

Snacks

- Daily snacks will be brought from home.
- Birthday treats:
 - Cannot be homemade
 - ONLY provided to the individual's class
 - Passed out by the teacher who is wearing a face covering and gloves

School Day: Recess



- **Volunteers**

- Volunteers must follow our screening process before entering the building or going to the playground.
- Face coverings are required while in the building. Face coverings are not required if they are physically distanced from others when outside.

- **Recess Equipment**

- Equipment can be used.
- Hand washing protocols will be followed.

- **Coming in from outside**

- Social distancing will be maintained as students enter the building.
- Students will wash their hands after recess.

- **Inclement Weather**

- Recess will be in the gym with social distancing.

Extracurricular Activities



- **Activities**
 - To be announced.
 - The Academy will explore safe options for extracurricular opportunities for small groups of students. These will be announced once the Academy has verified that they can be implemented in accordance with MDE and MDH parameters.
- **School assemblies can be done with social distance guidelines or virtually if needed.**



DISTANCE LEARNING OPTION:

- In the case of Covid exposure, testing and/or illness, which results in quarantine, Great Oaks Academy will move student/s to distance learning via live-streaming of their classroom through Zoom. Books and necessary materials may be picked up from the school.
- The change to full-time distance learning may only be granted for cases of Covid exposure, testing, and/or illness that results in a quarantine of the student/s. For all other situations, Great Oaks Academy requests that parents follow the in-person or hybrid daily schedule each week, Monday-Friday.
- Students may return to in-person or hybrid learning after the appropriate time, and/or when no longer showing symptoms.