



Health & Safety

SMART RESTART PLAN

COVID-19 Response Team

WILLISTON PUBLIC SCHOOL DISTRICT #1 | PO BOX 1407, WILLISTON ND 58802

UPDATED OCTOBER 15, 2020

Smart Restart Plan Introduction

Dear families and staff in WPSD #1,

Welcome to the 2020-2021 school year! Though this school year will look very different than any other year before, we are prepared and excited to safely educate our WPSD #1 students.

The following plan will outline specific scenarios that we may experience throughout the year, depending on how COVID-19 affects our community and state. With guidance from the local health department, the District Response Team has worked diligently to create an extensive Health & Safety Restart Plan. Additionally, we have modified our distance learning plan, which we will call the Virtual Academy. We have received input from teachers, parents, students, the health department, community members, and our newly formed WPSD #1 Wellness Committee to fully understand the circumstances and make thoughtful decisions for our students.

Throughout the planning process, many potential solutions were discussed. The District Response Team took the time to evaluate each possibility while always keeping in mind the most important question: "What's best for kids?" This plan reflects an educational experience that is safe, innovative, and caring.

We are incredibly thankful for the support, suggestions, and concerns that have been communicated throughout the summer. All feedback has been taken into consideration and has played a valuable role in creating the final Smart Restart plan. As we begin this new year, we ask for continued support, feedback, and grace. We are all in this together with the same goal: Doing what's best for kids.

If you have any building-specific questions about this Smart Restart plan, please reach out to your building Principal. Their contact information is listed below.

Sincerely,

Dr. Jeffrey Thake

WPSD #1 Superintendent

Principal Contact Information:

ASB Innovation Academy: Wyndy McGinley (wyndy.mcginley@willistonschools.org)

Bakken Elementary: Jeremy Mehlhoff (jeremy.mehlhoff@willistonschools.org)

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Lewis & Clark Elementary: Meridith Johnson (meridith.johnson@willistonschools.org)

McVay Elementary: Tonya Brenner (tonya.brenner@willistonschools.org)

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Williston High School: Jason Germundson (jason.germundson@willistonschools.org)

Williston Middle School: Duane Noeske (duane.noeske@willistonschools.org)

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Assumptions & Assurances

WPSD#1 School believes:

- Every student should have the opportunity to engage in learning, regardless of the spread of COVID- 19 in our community.
- Schools have a vital role in providing safe environments for students, focusing on both social- emotional and physical health.
- By working together with educators, staff, health care professionals, parents, students, and community members we can solve most challenges.
- Our district will make decisions based on the most current guidance from local, state, and national health care officials.
- Our School Board will ensure our plan meets the needs of our students, educators, staff and community.

Our Planning Team

The WPSD#1's Return to Learning Plan was designed in accordance with CDC, NDDoH, and DPI guidelines. Members of our planning team include:

- Dr. Jeff Thake, Superintendent
- Lori Olson, Asst Superintendent
- Wyndy McGinley, Director of Student Services
- Leon Walter, Chief Technology Officer
- Lesley Allan, Library Coordinator
- Shawn Huss, WilMac Director
- Lynn Douglas, Nurse Coordinator
- Lynelle Johnson, Food Service Director
- Wayne Ratzak, Director of Maintenance
- Brice Denevan, Transportation
- Jason Germundson, WHS Principal
- Eric Rooke, WHS Director of Bands
- Duane Noeske, WMS Principal
- Chad Askim, WMS Music Teacher
- Jeremy Melhoff, Bakken Principal
- Tammy Rosslund, Bakken Teacher
- Darla Ratzak, Hagan Principal
- Michelle Sletvold, Hagan Teacher
- Kevin Klassen, Rickard Principal
- Shelly Larson, Rickard Teacher
- Meredith Johnson, Lewis & Clark Principal
- Kristi Hildebrandt, Lewis & Clark Teacher
- Jeremy Brenner, Wilkinson Principal
- Tristae Kuhn, Wilkinson Teacher
- Tonya Brenner, McVay Principal
- Miranda Pogulis, McVay Teacher
- Amy Liebel, Innovation Academy Teacher
- K-12 Students

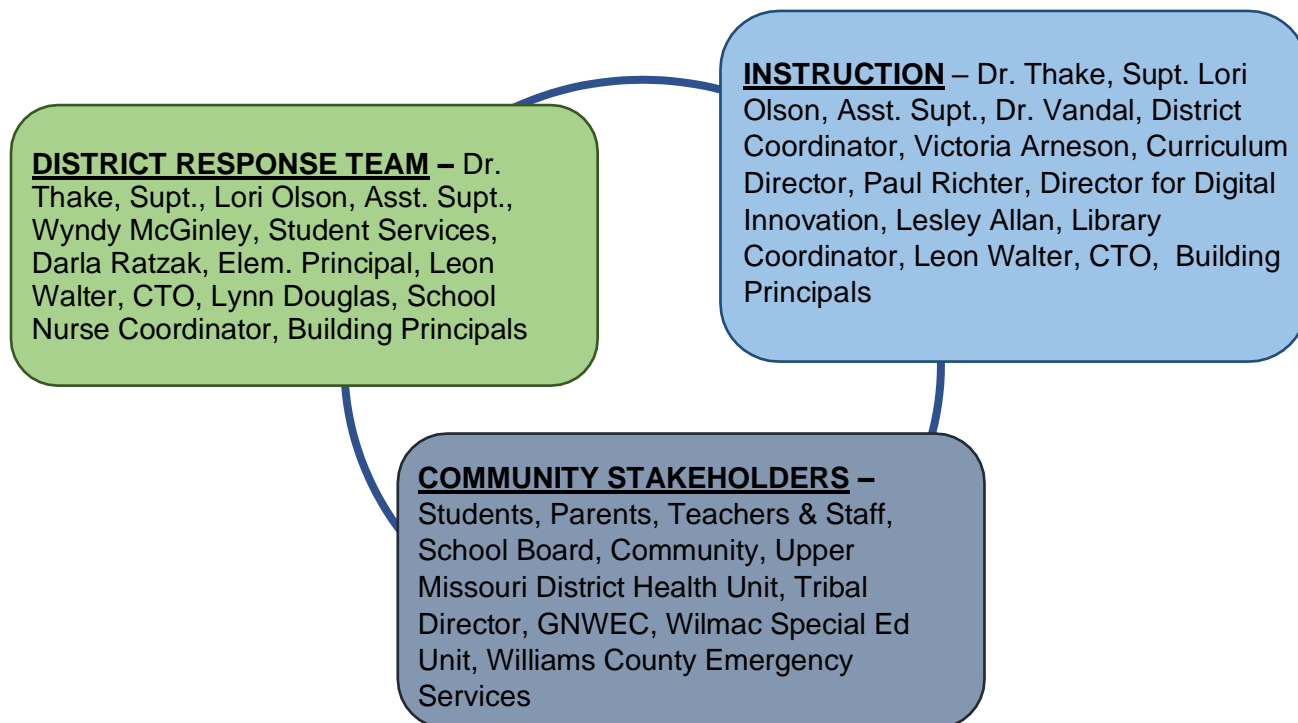
Input was gathered by various means to allow for a wide range of input, while maintaining social distancing. The plan was also reviewed by Daphne Clark, Upper Missouri District Health Unit; Dr. Wayne Anderson, Chief Medical Officer CHI St. Alexius Health Williston; and Viola LaFontaine, Tribal Representation.

UMDHU Approval: 8-3-2020

School Board Approval:

COVID-19 Response Team & Coordinators

This organizational structure was crafted to assist in the development and monitoring of the district return to learning plan. This structure identifies leaders and guiding team members that will serve as a voice in how the district responds to COVID-19 during the school year. This plan is designed to address the issues of reopening as well as provide a nimble and responsive process to address issues that may not be recognized today.



These three components have been identified as key operational teams that consist of multiple departments. Each operational team will work implement the return to learn plan and address challenges as they arise.

COVID-19 Building Level Coordinators

Each school building will have an identified COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. The on-call Coordinator will make themselves available to the NDDoH 24 hours a day / 7 days a week to respond to phone calls. This position will assist in identifying and notifying close contacts in the school setting. The School Nurse Coordinator will report cases of COVID-19, found in the school setting, to the NDDoH and the State Superintendent's office.






Principals (or designee) and the School Nurse Coordinator in each building will assume the role of building level coordinators in all WPSD#1 School buildings. If the coordinator is unable to be reached the secondary contacts will be Lori Olson, Asst. Supt., Wyndy McGinley, Student Services and Darla Ratzak, Elementary Principal.

Phases

The following phases will be used to define the District risk level associated with COVID-19. WPSD#1 will make every effort to remain open shy of an executive order from the Governor's office. In collaboration with the NDDoH, the School Nurse Coordinator and Building Principals, recommendations will be made to the Superintendent to determine whether or not a school (s) need to temporarily close for an "X" period of time due to positive COVID-19 cases, close contact quarantines, or shortage of staff.

We closely monitor and discuss data (case count, close contacts, quarantined individuals) every 28 days.

**Note: Although all schools follow the same guidelines in each Phase, all schools may not be in the same Phase at all times. An individual school may move into a different Phase, based on positive cases, close contacts, staff availability or other factors.*

WPSD#1 RISK LEVELS		
PHASE 1	PHASE 2	PHASE 3
New normal. Maintain standard precautions 	Heightened expose risk. Transmission is controlled. 	Significant transmission and high risk of exposure 

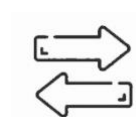
Instructional Models

The instructional models used by the district will be guided, in part, by the risk level of COVID-19 in the community as defined within the phases above. This is a guide as instructional models could be altered based on other factors, such as occupancy levels, age of children, and abilities to move certain classes online.



Traditional Learning

All instruction is delivered in-person with some building and group modifications. Teachers and students maintain a normal daily schedule. Safety precautions are implemented to enhance staff and student safety.



Modified On-Campus

Students report to school on a modified schedule. Student Schedules may be varied to meet the learning needs of each child. Multiple hybrid models of instructional delivery may be appropriate. Instruction would be conducted in person and online.

**Distance Learning**

All instruction is provided off-campus through the use of distance learning resources or suited to the unique needs of the student.

Virtual Academy

A virtual educational opportunity for K-12 students will be provided as an option via distance education for students/families who have concerns about returning to school this Fall. Please note that requests to change from the virtual academy to in person, or vice versa, will be treated as a schedule change. A student schedule is established at pre-registration and only extenuating circumstances should bring about a request for change. All schedule changes must be approved by an administrator or the guidance counselors. . This will be instructed and monitored by WPSD #1 teachers.

Health and Safety Guidance

The district strives to provide a healthy and safe environment for all who occupy our schools. The following guidelines are intended to provide a framework for the district's response to COVID-19.

Resources

ND Department of Public Instruction - <https://www.nd.gov/dpi/parentscommunity/nddpi-updates-and-guidance-covid-19>

ND Department of Health - <https://www.health.nd.gov/diseases-conditions/coronavirus>

Center for Disease Control and Prevention - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Best Intentions

Despite taking every reasonable precaution, there is not a guarantee that our school's will be without risk as it relates to COVID-19. The virus will be present on our buses, in our classrooms, and at our activities. In certain situations, social distancing is not possible in a school setting. Our actions, as outlined in this plan, may not prevent any student or staff member from being in contact with the virus.

Protect Yourself and Others

Wash your hands often



- Wash with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- Foam in/Foam Out-hand sanitizers will be provided in every classroom and throughout each building/facility.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Students are encouraged to wash their hands often throughout the day.

Avoid close contact



- Keep social distance from others especially important for people who are at a higher risk of getting sick.
- Alternate or modified schedules, adjustments the use of common areas, use of outdoor spaces and other actions that increase physical separation may be considered.
- The sharing of instructional materials should be limited as much as possible.
- Physical separation on busing, one student per seat, will be recommended but cannot be guaranteed.
- All outside visitors will be required to wear masks when entering a school building. Parents will be allowed in the office area only.



- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw tissues away and wash hands or use hand sanitizer to prevent spread.

Clean and disinfect



- School staff should clean and disinfect frequently touched surfaces daily.
- Students will be responsible for cleaning their workspaces.
- Shared materials (not recommended) should be cleaned.
- Classrooms will be cleaned nightly by custodial staff.

Cover your mouth and nose with a cloth face cover when around others.

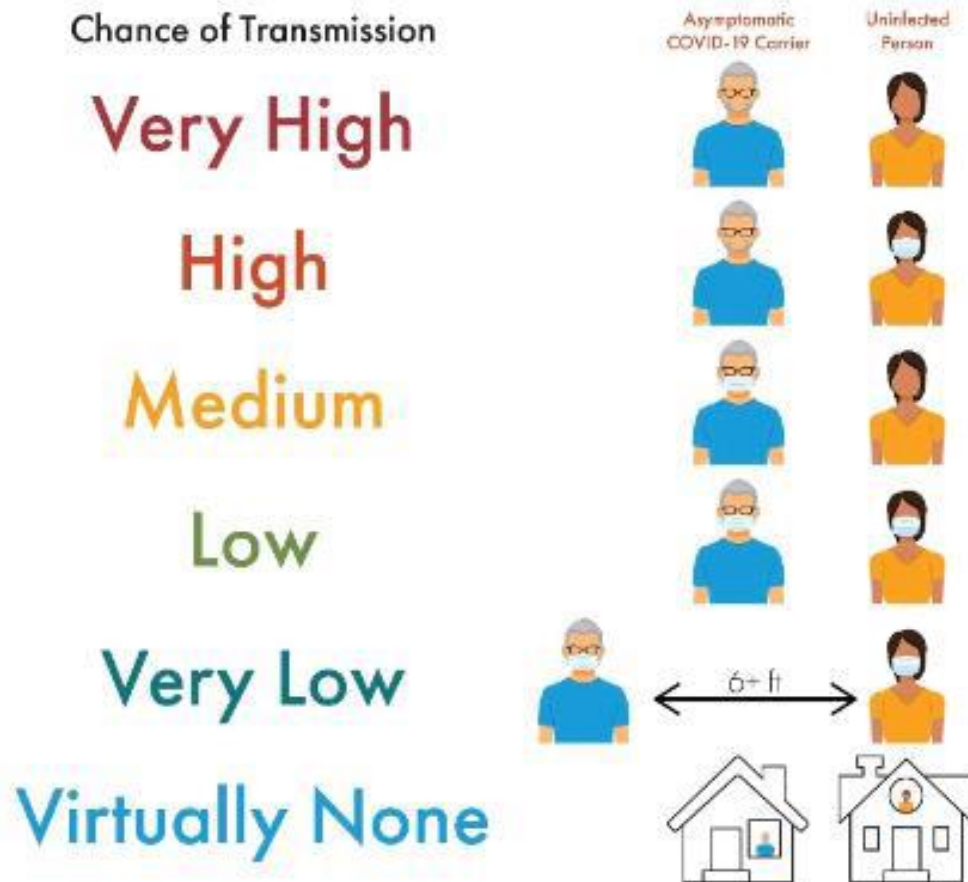


- The wearing of masks will be applied in phases based on the phases within the [ND Smart Restart Guidance](#).
- Educators need to teach students how to properly wear a face mask, so they are prepared to use them on school buses or other situations in close proximity with others.
 - Resources from NDDPI and MPS will be provided to teachers.
- All staff and students are strongly encouraged to wear face masks at all times to prevent the spread of Covid-19. Face Masks will be put on the school supply list and staff will be asked to provide their own face masks, which may be available for sale. (check with your school office) All outside visitors are required to wear face masks at all times.

Monitor your health daily



- Be alert for symptoms. Watch for a fever (100.4 or higher), cough, or shortness of breath.
- Parents are asked to screen their children each day before sending them to school. Use the screening guidance provided (see appendix).
- Staff and students who are sick should stay home.
- Temperatures of symptomatic students or staff may be taken at the school office.
 - Symptomatic students will be isolated, and their guardians contacted.



WPSD#1 COVID-19 PPE

PHASE 1	
All staff (other than what is outlined)	Strongly Encouraged to wear face mask. Required to wear face mask on school transportation (bus).
All Students	Strongly Encouraged to wear face mask. Required to wear face mask if using school transportation (bus).
Public facing staff (i.e receptionists/clerical) plexiglass partition may take the place of face mask if applicable.	Required to wear face mask.
Staff caring for / instructing a student in a small space – small group – for more than 15 minutes. (i.e. Nurse, SPED, EL, educator)	Building administrators in consultation with district nurse and educator will determine if face masks are required . This may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room.
PHASE 2	
All staff	Required to wear face mask.
All Students	Required to wear a face mask. Students will be provided breaks and allowed to remove their face mask when outside or in spaces that can accommodate social distancing.
All staff and students in school bus	Required to wear a face mask.

Health & Safety Protocols

Student & Staff Health

Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. WPSD#1 Schools will take the following measures to ensure all students and staff are healthy while they are at school.

Identifying Students and Staff at Higher Risk

- **Students:** If a child is at-risk, based on a health professionals' diagnosis, it is the parent/guardian responsibility to notify the school. This information will be provided to the building principal (COVID-19 Coordinator) who will contact the family and discuss instructional model options.
- **Staff:** If an employee is at-risk, based on a health professionals' diagnosis, it is the employee's responsibility to notify their supervisor. The supervisor will coordinate with Human Resources regarding schedule adjustments and/or duties.
- When the NDDoH or Upper Missouri District Health Unit informs the district of a student or staff member that is COVID-19 positive, that information will be communicated to HR and appropriate individuals as allowable within district policy and law.

Isolation & Quarantine

- Definitions (see appendix for more information).
 - Isolation – For people who are already sick from the virus. A prevention strategy used to separate people who are sick with the virus from healthy people.
 - Quarantine – For people who are not sick but have been exposed to the virus. A prevention strategy used to monitor people who were exposed for a period of time.
- WPSD#1 Schools will follow isolation and quarantine guidelines and directives as set by District COVID Response Coordinator and the NDDoH.

If a student or staff members becomes sick at school (or school event)

- Student
 - Direct / escort the child to the designated area in each building.
 - The child shall be provided a face mask and isolated in the building designated area.
 - Parent / guardian will be contacted to pick up their child.
- Staff
 - Inform your supervisor immediately. Leave the school building/grounds and consult with a health care professional.

COVID-19 School Nursing Illness Guidelines

*These COVID -19 guidelines will supercede all WPSD Illness Standing Orders until further notice.

Students who are sick with contagious illnesses should not attend school, but most illnesses do not require the same level or length of isolation that COVID-19 requires. Excluding students

from school for longer than what is called for in existing school policies (e.g., fever free without medication for 24-hours) based on COVID-19 symptoms alone risks repeated, long-term unnecessary student absence.

Do not come to school if:

- Stay home if exposed or tested positive for COVID-19
 - Refer to CDC [“When You Can Be Around Others After You Had or Likely Had COVID-19”](#)
 - Refer to [CDC Symptom-Checker](#)
- Parents to inform the school nurse/attendance if their child is sick with COVID-19 related symptoms, particularly if they had a known contact with someone diagnosed with COVID-19 and have also had contact with the school population.
- Travel to [NDDoH Travel Guidelines](#). May need to quarantine for 14 days prior to returning to school.
- Other Conditions-NON COVID-19 related:
 - The first 24 hours of various antibiotic treatments (i.e. strep throat)-need MD note for confirmation of any diagnosis that is not related to COVID-19
 - Undiagnosed, new, and/or untreated rash or skin condition
 - Doctor’s note requiring an individualized plan of care to stay home.

Dismissal from School

- Symptoms Requiring Absence and/or Immediate Pickup if at School
 - [HIGH-RISK Symptoms](#) associated with COVID-19 and other infectious diseases in children:
 - Immediate Dismissal
 - Fever (above 100.4 F) or per clinical judgement with OR without fatigue/body aches/chills)
 - New unexplained loss of taste or smell
 - Respiratory symptoms (new on-set cough, lung congestion, shortness of breath)
 - Recommended dismissal with at least 2 or more complaints OR at the Nurses discretion if they do not have above complaints.
 - Runny nose
 - Sore Throat
 - Body aches
 - Headaches
 - Cough without congestion
 - Gastrointestinal symptoms (diarrhea or vomiting)

Students sent home **with high risk symptoms may return to school when at least 24 hours have passed since recovery** defined as resolution of fever, without the use of fever-reducing medications, and resolution of other high-risk symptoms.

- Nurses may call/email parents per their discretion for sick visits even if not recommending dismissal.
- Nurses to document all COVID-19 related concerns in PowerSchool to assist with tracking trends.
- Send home until able “Return to School” (see below) guidelines are met and notify appropriate administration of absence to coordinate academic needs.
- Students are to remain masked in an “isolation room” until picked up.

- Have a parent/guardian call their physician and encourage virtual appointments for notes clearing to return to school.
- Communication must be followed up with the school nurse, and notes provided as applicable. Maintain communication with family and monitor symptoms while the student is home for safe return to school (see below).
- Immediate coordination with the NDDoH, if a positive case, including being ready to comply with requests for information from the COVID-19 Response Coordinator to assist with contact tracing.

Return to School per CDC - click on hyperlinks for more detailed information

Symptom-based Strategy - For those presenting with High Risk Symptoms

- At least 24 hours have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and** 10 days have passed since symptoms *first* appeared.
- OR
- If a negative COVID-19 test result, students may return to school after improvement in symptoms.

Time-Based Strategy (for those asymptomatic but tested positive)

- At least **10 days** have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
- If they develop symptoms, then the symptom-based should be used.
- Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

OTHER Diagnosed Conditions:

- After the first 24 hours of various antibiotic treatments (ex: strep throat) etc.
- As directed per provider's note with or without restriction.

Upon return to school

On the first day back to school if dismissed with COVID- 19 concerns, the student member will check in with the School Nurse or Office Personnel for temperature and symptom assessment.

Operational Guidance

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Parents and students have the choice of virtual academy or on-campus instruction.
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread. • Students will be assessed with AIMS Plus or NWEA MAP 3 times this school year to document student progress.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled. • Access to campus may be limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Students issued “technology” and trained on how to access online learning resources including LMS system adopted by school. • Limited use of shared materials and supplies. • Classrooms arranged to allow for cohort groups and social distancing where possible and reasonable. • Staff and students working in close proximity will be advised to wear a face mask.
Common Areas:	<ul style="list-style-type: none"> • Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups. • Schedules may be altered to reduce cohorts passing in common areas. • Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19.

PHASE 2	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy students will continue attendance unchanged. • Traditional student attendance will be modified following NDDoH guidelines as appropriate to the situation.
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Maximize social distancing cohort where possible. • Support blended learning model. • Students will be assessed with AIMS Plus or NWEA Map 3 times this school year to document student progress.
Districtwide Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc). While other schools remain open and meeting students in person. • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be maintained in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled. • Access to campus may be additionally limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Students may be attending school on a hybrid schedule. • Students will be expected to engage in learning opportunities online using district LMS system on days they are not in school. • Teachers are expected to make direct student/family contact at least daily. • Limited use of shared materials and supplies when students are in school. • Desks arranged to allow for cohort groups and social distancing where possible and reasonable.
Common Areas:	<ul style="list-style-type: none"> • Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups. • Schedules may be altered to reduce cohorts passing in common areas. • Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

PHASE 3	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy students will continue attendance unchanged. • School may be closed for up to 1 week for staff preparation and professional development the first time the district enters orange/red. No instruction will be delivered for traditional students during this time. • Traditional students will attend via distance learning upon resumption of instruction.
Priorities:	<ul style="list-style-type: none"> • Reduce the risk of community spread by closing schools. • Schools will be closed for 1 week for staff preparation and professional development. • Students will be assessed with AIMS Plus or NWEA Map 3 times this school year to document student progress.
Districtwide Practices:	<ul style="list-style-type: none"> • Online instruction will be used district wide in all courses at all grade levels. • Instruction will focus on essential learning targets. • Attendance and academic progress will be expected. • Grading policies will not be suspended. • Implement internet access (wifi) hot spots around schools, to support distance learning for those that may not have it in their homes. • Local food distribution may be implemented by food service program.
Schools:	<ul style="list-style-type: none"> • Closed to the general public except by special arrangement with the district office. • Small group meetings or instruction may be allowed, particularly for special needs students or academic interventions.
Classrooms:	<ul style="list-style-type: none"> • Students will engage in learning at the home. • Students will be expected to engage in learning opportunities online (whatever your LMS system). • Teachers are expected to make direct student/family contact at least one time per week.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities. • Athletic and other extra/co-curricular activities likely suspended.
Communications:	<ul style="list-style-type: none"> • Clear communication about academic expectations and grading shared with students and families. • Share technology support resources for parents. • Student/family support hot-line opened.

Social & Emotional Learning

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Traditional instruction delivered in the individual schools. • Virtual Academy delivered virtually by Counselors/Social Workers/Purpose Prep.

Priorities:	<ul style="list-style-type: none"> • All staff will focus on Relationship Building and making connections with students and families. • School-wide rules and expectations will be a primary focus throughout the reentry process. • Instruction will occur for social distancing interactions and social skills. • Morning meetings and advisory time will have a focus on SEL components.
Districtwide Practices:	<ul style="list-style-type: none"> • WPSD#1 will promote relationship building by having every student connected with a trusted adult. • WPSD#1 will provide social emotional information for parents, guardians and families on our school webpage under the SEL tab
Virtual Academy:	<ul style="list-style-type: none"> • Google classroom platform (K-8), PowerSchool Learning (9-12). • Virtual counseling lessons. • SEL check ins • Individual/Group meets (requested by parents with young students or referral with a google form).
Classrooms:	<ul style="list-style-type: none"> • Counselors (standards curriculum) • Required twenty-minute SEL lesson from the curriculum K-4 Conscience Discipline, and 5-12 Purpose Prep (Edgenuity), delivered by teachers. • High School counselor Facebook page • Career counseling
Extracurricular & Activities:	<ul style="list-style-type: none"> • Monthly themes will be used to focus on SEL topics. • October is Safety/SEL Month.
Communications:	<ul style="list-style-type: none"> • School SEL Tab on website.
PHASE 2	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy students will continue attendance unchanged. • Delivery to traditional students will be modified following NDDoH guidelines and school specific plans as appropriate to the situation.
Priorities:	<ul style="list-style-type: none"> • All staff will focus on Relationship Building and making connections with students and families. • School-wide rules and expectations will be a primary focus throughout the reentry process. • Instruction will occur for social distancing interactions and social skills. • Morning meetings and advisory time will have a focus on SEL components.
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Virtual Academy:	<ul style="list-style-type: none"> • Google classroom platform. • Virtual counseling lessons. • SEL check ins • Individual/Group meets (requested by parents with young students or referral with a google form).

Classrooms:	<ul style="list-style-type: none"> • Delivery to traditional students will be modified following NDDoH guidelines and school specific plans as appropriate to the situation.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Monthly themes will be used to focus on SEL topics. • October is Safety/SEL Month.
Communications:	<ul style="list-style-type: none"> • School SEL Tab on website.
PHASE 3	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy students will continue attendance unchanged. • Traditional students will receive SEL via distance learning.
Priorities:	<ul style="list-style-type: none"> • All staff will focus on Relationship Building and making connections with students and families. • School-wide rules and expectations will be a primary focus throughout the reentry process. • Instruction will occur for social distancing interactions and social skills. • Morning meetings and advisory time will have a focus on SEL components.
Districtwide Practices:	<ul style="list-style-type: none"> • WPSD#1 will promote relationship building by having every student connected with a trusted adult. • WPSD#1 will provide social emotional information for parents, guardians and families on our school webpage under the SEL tab.
Virtual Academy:	<ul style="list-style-type: none"> • Google classroom platform. • Virtual counseling lessons. • SEL check ins • Individual/Group meets (requested by parents with young students or referral with a google form).
Classrooms:	<ul style="list-style-type: none"> • Students will receive instruction via distance learning.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Monthly themes will be used to focus on SEL topics. • October is Safety/SEL Month.
Communications:	<ul style="list-style-type: none"> • School SEL Tab on website.

Special Education

Member districts will collaborate with the WillMac Multidistrict Special Education Unit to make educational decisions for students' with disabilities on an individual basis in compliance with the Individual's with Disabilities Education Act (IDEA), section 504 of the Americans with Disabilities Act, and the ND Department of Instruction. To ensure a Free and Appropriate Public Education (FAPE), options for physical presence and virtual learning will be discussed and determined within the individual IEP process.

Library Services

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Instruction will occur on a normal schedule, in the library, unless school recommends in-class instruction • Support teachers in implementing blended learning instructional practices, as usual. • Ensure all students know and can fluidly access core digital tools, offer training, and co-teaching opportunities.
Priorities:	<ul style="list-style-type: none"> • Ensuring access to both the physical collection and digital resources. • Providing both traditional and distance instruction in digital literacy, literature, technology, and research. • Student/staff health and wellness <ul style="list-style-type: none"> • Observe social distancing where possible • Hand sanitizer will be provided near entrances and exits. • Face masks are recommended for staff and students while they are in the library. • Library/materials routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas.
Resources/Materials:	<ul style="list-style-type: none"> • Students will be allowed in the library but access to shelves will be limited UNLESS student wears a mask. <ul style="list-style-type: none"> • Popular books and topics will be on designated tables and displays for checkout. • Checkout limits may need to be modified to accommodate quarantine storage. • Students will need to check out materials using their student id and scanning their own books. • Instruct how and promote using the 'hold' feature in Destiny. (Grades 3-12. See separate procedure) • When items are returned, they should be in quarantine for 72 hours OR 'UV clean' before being handled and shelved. (see separate procedure) • Community containers of disposables (pencils, paper, bookmarks) will no longer be available. If students need one of these items, they should bring their own or be provided one that they can keep. • Access to Makerspace items may be limited. Each item will have a separate cleaning procedure. • Students should bring their own devices to the library for projects.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Maintain an accurate schedule that could be used in the event there is a need for contact tracing.
PHASE 2	

Instructional Delivery	<ul style="list-style-type: none"> • Instruction may occur face-to-face or online depending on your school's model <ul style="list-style-type: none"> ◦ Class times/schedules may be modified • Support teachers in implementing blended learning instructional practices, as usual. • Ensure all students know and can fluidly access core digital tools, offer training, and co-teaching opportunities.
Priorities:	<ul style="list-style-type: none"> • Ensuring access to both the physical collection and digital resources. • Providing both traditional and distance instruction in digital literacy, literature, technology, and research. • Student/staff health and wellness <ul style="list-style-type: none"> • Observe social distancing where possible • Hand sanitizer will be provided near entrances and exits. • Face masks are required for staff and students while they are in the library. • Library/materials routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas.
Resources/Materials:	<ul style="list-style-type: none"> • Access to the library and physical materials may be restricted. • Students/Staff should place holds on books and they will be delivered to the classrooms. • Community containers of disposables (pencils, paper, bookmarks) will no longer be available. If students need one of these items, they should bring their own or be provided one that they can keep. • Access to Makerspace items may be restricted. Access will be evaluated case by case, tool by tool. • When items are returned they should be in quarantine for 72 hours OR 'UV clean' before being handled and shelved. <ul style="list-style-type: none"> • Checkout limits may need to be modified to accommodate quarantine storage. • Maintain an accurate schedule to be used in the event there is a need for contact tracing. • Instruct how and promote using the 'hold' feature in Destiny. (Grades 3-12. See separate procedure) • Focus on digital resources
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Maintain an accurate schedule that could be used in the event there is a need for contact tracing.

PHASE 3	
Instructional Delivery	<ul style="list-style-type: none"> • LMS will be responsible for online delivery of library standards <ul style="list-style-type: none"> • Instruction contains digital literacy, literature, technology, research, as usual. • Promote eBooks and digital resources. • Essential staff will hold office hours for support
Priorities:	<ul style="list-style-type: none"> • Ensuring access to both the physical collection and digital resources. • Providing distance instruction in digital literacy, literature, technology, and research. • Student/staff health and wellness <ul style="list-style-type: none"> • Observe social distancing where possible • Hand sanitizer will be provided near entrances and exits. • Face masks are required for staff while they are in the library. • Library/materials routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas.
Resources/Materials:	<ul style="list-style-type: none"> • Students and staff will NOT be allowed in the library. • Students/staff should place holds on books and they will be delivered curbside on a day determined by each school. • When items are returned, they should be in quarantine for 72 hours OR 'UV clean' before being handled and shelved.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share information about digital resources and how to access eBooks • Maintain an accurate schedule that could be used in the event there is a need for contact tracing.

Physical Education

	PHASE 1	PHASE 2	PHASE 3
Equipment	Encourage handwashing before and after students handle equipment.	Limit use of equipment or sharing equipment.	Distant Learning/ students will engage in PE at home.
Social Distancing	Students will social distance when reasonably possible.	Students will social distance when reasonably possible.	Distant Learning/ students will engage in PE at home.
Disinfecting	All shared equipment cleaned and disinfected daily.	All shared equipment cleaned and disinfected daily.	Distant Learning/ students will engage in PE at home.
Handwashing	Encourage handwashing before and after students handle equipment.	Encourage handwashing before and after students handle equipment.	Distant Learning/ students will engage in PE at home.

Outside	Encourage outdoor class when possible.	Recommend outdoor class when possible.	Distant Learning/ students will engage in PE at home.
Masks	Encourage students to wear masks.	Recommend students to wear masks.	Distant Learning/ students will engage in PE at home.

Elementary Music

	PHASE 1	PHASE 2	PHASE 3
Equipment	Encourage handwashing/ sanitizing before and after students handle equipment. Use gloves when needed.	Limit use of equipment or sharing equipment.	Distant Learning/ students will engage in Music Education at home.
Social Distancing	Students will social distance when reasonably possible.	Students will social distance when reasonably possible.	Distant Learning/ students will engage in Music Education at home.
Disinfecting	All shared equipment cleaned and disinfected daily.	All shared equipment cleaned and disinfected daily.	Distant Learning/ students will engage in Music Education at home.
Handwashing	Encourage handwashing before entering classroom and after students handle equipment.	Recommend handwashing before entering classroom and after students handle equipment.	Distant Learning/ students will engage in Music Education at home.
Masks	Require students to wear masks.	Require students to wear masks.	Distant Learning/ students will engage in Music Education at home.

Guidance for Determining Phases

How are phases determined?

Individual schools under the direction of the Superintendent and School Board have the authority to determine the phase level in consultation with the NDDoH.

May our district choose to implement more stringent health & safety protocols?

Absolutely. School districts may choose to implement specific mitigation protocols that are more stringent than what is included in the current County color risk level.

Guidance for Grade Level & School Building Level Closure

SITUATION: There are COVID-19 cases in North Dakota, but not in your community

The North Dakota Department of Health (NDDoH) does not recommend school closures if cases are not occurring in your community. Schools should follow CDC guidance regarding preparing for COVID-19. The guidance includes monitoring absenteeism, keeping sick children out, ensuring handwashing, environmental cleaning, communicating with parents, etc. Districts should consult with their local public health unit to determine if cases are occurring in their community.

SITUATION: There are COVID-19 cases in your community, but there are no cases in your school

The NDDoH does not recommend school closures if the ongoing spread is not identified in your school. Schools should follow CDC guidance regarding preparing for COVID-19. The guidance includes monitoring absenteeism, keeping sick children out, ensuring handwashing, environmental cleaning, communicating with parents, etc.

SITUATION: There is one case of COVID-19 in your school

If there is a COVID-19 case in your school, the NDDoH will notify the COVID Response Coordinator. If a school is made aware of a COVID-19 case before being contacted by the NDDoH, please report the case to the NDDoH at 1-800-472-2180 or 701-328-2378.

The confirmed case of COVID-19 must be excluded (isolation period) from school for ten days after onset of symptoms (if no symptoms, then exclusion is ten days after collection date of test) and be fever free for 24 hours (without the use of fever reducing medications) and have improvement of symptoms, whichever is longer. The NDDoH will provide guidance to the school and the case or case's parents/guardians.

Close contacts who are wearing/not wearing a mask to a confirmed case of COVID-19 may be quarantined (must stay home) for 14 days from their last exposure to a case. A close contact is defined as someone who is (within six feet of a confirmed case for a cumulative 15 minutes or more. It may also be someone who is directly coughed on or exposed to a case's secretions. Close contacts will be identified by the district COVID response coordinator during the investigation. In a school setting, close contacts to a case are often friends, teammates, classmates sitting next to, in front of, or behind the case, and potentially children in the same room as a case. This may mean that certain classrooms in a school have to be closed for 14 calendar days. If a case occurs in staff or children who are in multiple classrooms, then this may mean a higher number of close contacts have to be excluded from school for 14 calendar days.

SITUATION: There are two or more cases of COVID-19 in your school within 14 calendar days

Specific classrooms or grades may have to close if additional cases occur in a school. Public health (NDDoH or local public health) will provide guidance as to when a school should close. Schools may also make this determination based on the availability of staffing or level of absenteeism.

SITUATION: There is/are a close contact(s) in your school

Students or staff who are identified as close contacts to a confirmed case of COVID-19 and/or both individuals are not wearing a mask must be excluded from the school (quarantine) until 14 calendar days after their last known exposure to the case. Close contacts will be identified by the NDDoH and informed to stay home. Even if a close contact tests negative during their 14-day quarantine period, the contact must complete the 14-day quarantine period. It can take up to 14 days to develop COVID-19.

If a parent or other household member tests positive, the child must stay out of school for the case's isolation period (10 calendar days from onset) plus the child's quarantine period (14 calendar days). Public health authorities will advise the parent as to how long the child will need to be removed from school.

If a parent is a contact to someone confirmed to be positive for COVID-19 (case), then the child may still attend school if the child did not have direct contact to a case.

SITUATION: Ill employees or children in your school

In addition to general infectious disease exclusion criteria, schools should exclude ill employees or children who meet the following criteria:

Fever of 100.4° F OR two or more symptoms of fatigue, headache, muscle/body aches, chills, cough, shortness of breath, sore throat, congestion/runny nose, nausea, vomiting, diarrhea, abdominal pain OR loss of taste and/or smell.

Employees and children need to be excluded until either (1) tested negative for COVID-19 OR (2) diagnosed by a health care provider with another illness that does not require exclusion OR (3) for 10 days from onset AND fever-free for 24 hours (without the use of fever-reducing medications) AND symptoms are improving, whichever is longer.

SITUATION: How will Contact Tracing be determined in school

School-aged individuals who are deemed as close contacts (when in Phase 2) are required to wear a mask at school and should self-monitor symptoms while at home and in school in lieu of imposing quarantine for 14-days at home.

If entire classroom is masked, including the positive case (student or staff), then all school aged close contacts will self-monitor at home and at school.

If a positive case is masked, but some in their classroom are not, the school aged individuals without masks that are deemed close contacts will quarantine at home for 14 days and all others masked will self-monitor at home and at school.

If the positive case is not masked, any school aged close contacts will quarantine at home for 14 days.

In classes where no masks were utilized, any school aged individual who had close contact with the positive case will quarantine 14 days at home.

School-aged individuals and staff who are household contact should quarantine at home for 14 days after last exposure. Because they have ongoing exposure, the 14 days does not start until after the positive case is released from isolation (minimum of 24 days for a household contact).



Grade Level/School Specific Operations

Elementary (K-4) Schools

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Parents and students have the choice of virtual academy or on-campus instruction.
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread. • Students will be assessed with AIMS Plus or NWEA Map 3 times this school year to document student progress. • Masks are encouraged but not mandatory.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in the elementary schools. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy. • Access to campus is limited, with new protocols. <ul style="list-style-type: none"> • All visitors who enter the building are required to wear a mask. • Only students and staff are allowed beyond the office, unless you are a service provider to the school who will be required to wear a mask. • Volunteers will no longer be allowed in the building.
Classrooms:	<ul style="list-style-type: none"> • Students issued “technology” and trained on how to access online learning resources such as the LMS adopted by the school. • Limited use of shared materials and supplies. • Classrooms arranged to allow for cohort groups and social distancing where possible and reasonable. • Staff and students working in close proximity will be advised to wear a face mask. • Set, practice, and reinforce safety procedures expectations with in the first week of school.

Common Areas:	<ul style="list-style-type: none"> • Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups. • Schedules may be altered to reduce cohorts passing in common areas, with grade levels or close classrooms. • Lunch times will be held in the classrooms, see Addendum. <ul style="list-style-type: none"> • Kindergarten will eat in the lunchroom. • 1st-4th grade Students pick up lunch from the lunchroom and eat in the classrooms. • In each hallway, a dump garbage and cart for the trays. • Kitchen staff, paras or another designee will return cart to kitchen. • Recess- We will follow social distancing, creating zones within the playground to help with social distancing, follow the CDC guidelines and cleaning the playground equipment. Recesses may be staggered. • Before school drop off-those students who are not eating breakfast will be required to wear face masks until recess.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19.
PHASE 2	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy students will continue attendance unchanged. • If you choose Virtual Academy, you are committed the entire semester. • Traditional student attendance will be modified following NDDoH guidelines as appropriate to the situation. • Students will be assessed within the first 4 weeks of school, using AIMS Plus or NWEA Map. • Specials will be held in the classrooms and/or held outside (weather permitting) to promote social distancing. • Small groups will be push in during this phase.
Priorities:	<ul style="list-style-type: none"> • Students and staff who are symptomatic are required to stay at home. • Maximize social distancing cohort where possible. • Support blended learning model. • Students will be assessed with AIMS Plus or NWEA Map 3 times this school year to document student progress. • Masks are required for staff and students during this phase. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy.

Districtwide Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc). While other schools remain open and meeting students in person. • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. <ul style="list-style-type: none"> • Foaming in and out of each room. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be maintained in the elementary schools. <ul style="list-style-type: none"> • Parents and guardians are allowed to enter with a mask and will not be allowed beyond the office. • Volunteers will no longer be allowed in the building. • Service providers will be allowed in the building, mask required. • Some school events, assemblies and gatherings may be changed or cancelled.
Classrooms:	<ul style="list-style-type: none"> • Monday-Thursday students will attend face-to-face instruction with masks required and Friday will be virtual learning and deep cleaning the building. • Students will be expected to engage in learning opportunities online using district LMS (Library Media Specialist) system on days they are not in school (see Addendum). • Teachers are expected to make direct student/family contact at least daily. • Limited use of shared materials and supplies when students are in school. • Desks/tables will be arranged to follow the Department of Health Guidelines and social distancing where possible and reasonable. • Staff and students working in close proximity will be required to wear a face mask. • Review, practice, and reinforce safety procedures expectations as often as needed/daily. • Library, Music and PE will be pushing into the classroom/outside and/or held online (see Addendum).

Common Areas:	<ul style="list-style-type: none"> • Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups wearing face masks. • Schedules may be altered to reduce cohorts passing in common areas, within the grade level or other close classrooms. • Lunch times will be held in the classrooms, see Addendum. <ul style="list-style-type: none"> • Kindergarten will eat in the lunchroom. • 1st-4th grade Students pick up lunch from the lunchroom and eat in the classrooms. • In each hallway, a dump garbage and cart for the trays. • Kitchen staff, paras or another designee will return cart to kitchen. • Recess- We will follow social distancing, creating zones within the playground to help with social distancing, follow the CDC guidelines and cleaning the playground equipment. Recesses may be staggered. • Before school drop off-those students who are not eating breakfast will be required to wear face masks until recess.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

Bakken Elementary

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Parents and students have the choice of virtual academy or on-campus instruction.
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread. • Students will be assessed with AIMS Plus or NWEA 3 times this school year to document student progress. • Masks are encouraged but not mandatory. • Parents are not allowed beyond school office. • Only prepackaged snacks and treats for sharing (birthdays, etc.) – Baked goods wrapped do not count, must be packaged. • Activity time will run as normal, utilizing the gym or outside areas, depending on the weather.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.

Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in the elementary schools. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy. • Access to campus is limited, with new protocols. <ul style="list-style-type: none"> • All visitors who enter the building are required to wear a mask. • Only students and staff are allowed beyond the office, unless you are a service provider to the school who will be required to wear a mask. • Volunteers will no longer be allowed in the building.
Classrooms:	<ul style="list-style-type: none"> • Students issued “technology” and trained on how to access online learning resources such as the LMS adopted by the school. • Classrooms arranged to allow for cohort groups and social distancing where possible and reasonable. • Staff and students working in close proximity will be advised to wear a face mask. • Set, practice, and reinforce safety procedures expectations with in the first week of school. • Foam in-Foam Out (hand sanitizer for students) • No sharing of supplies (pencils, crayons, markers, etc.) • Students can have backpacks for storage of their materials. • Limited use of shared materials and supplies in science labs. • Flexible seating will be allowed in classroom, doing the best to have all seating facing forward, and limiting number of students on seating (couches, bean bags, etc). • Reduce the use of paper when possible. • Students will wipe desktops with Clorox wipes at the end of each period before they leave.
Common Areas:	<ul style="list-style-type: none"> • No guests at lunch time. • Students will utilize a card system to scan in for lunch rather than manually type in their lunch code. • Conference room will be created for IEP meetings. • Gym seating will be by team, and by section of bleachers. • Auditorium seating will be by team and will be spaced out. • Lockers use will be allowed throughout the day. • Student drop off in the morning will remain the same, students will report in the morning to the commons and lunchroom as usual.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Safe and Civil team will create signage for the building reminding students and staff of procedures and safety measures.

PHASE 2	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy students will continue attendance unchanged. • Monday through Thursday all students will be in school, Friday will be taught online so school can be cleaned.
Priorities:	<ul style="list-style-type: none"> • Students and staff who are symptomatic are required to stay at home. • Maximize social distancing cohort where possible. • Support blended learning model. • Students will be assessed with AIMS Plus or NWEA Map 3 times this school year to document student progress. • Masks will be required for staff and students during this phase. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy.
Districtwide Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc). While other schools remain open and meeting students in person. • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. <ul style="list-style-type: none"> • Foaming in and out of each room. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Masks must be worn by all students and staff. • Assemblies may be adjusted. • Only prepackaged snacks are allowed in the building. • No parents beyond the office. No seating will be available in office area, seats will be placed in entry way for parents to wait for their child.
Classrooms:	<ul style="list-style-type: none"> • All teachers will utilize online platform, no paper will be used. • No sharing of supplies in the classroom or science labs. • Students must sit facing the same direction in the classroom. • Continue Foam In-Foam Out with hand sanitizer.

Common Areas:	<ul style="list-style-type: none"> • Students will continue to utilize a card system to scan in for lunch rather than manually type in their lunch code. • Limited use of lockers during the day (beginning and end of day). • Limit # of students at each lunch table. Students will be assigned tables by Team. • Bathroom handles will be wiped down with Clorox wipes 2 X during school day. • No guest at lunch. • Student drop off in the morning will be adjusted: 5th grade students not eating breakfast will report to the gym, 6th grade students will report to the commons area. Students eating breakfast will report to the lunchroom. • Activity time will be adjusted: students will be spaced out into smaller groups in either the gym or outside spaces, depending on the weather.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

ASB Innovation Academy

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Parents and students have the choice of virtual academy or on-campus instruction. • Teachers will use Google Classroom
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread. • Students will be assessed with AIMS Plus or NWEA MAP 3 times this school year to document student progress. • Masks are encouraged but not mandatory. • Parents are not allowed beyond school office.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.

Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy. • Access to campus is limited, with new protocols. <ul style="list-style-type: none"> • All visitors who enter the building are required to wear a mask. • Only students and staff are allowed beyond the office, unless you are a service provider to the school who will be required to wear a mask. • Volunteers will no longer be allowed in the building. • Only prepackaged snacks and treats for sharing (birthdays, etc.) – Baked goods wrapped do not count, must be packaged.
Classrooms:	<ul style="list-style-type: none"> • Students issued “technology” and trained on how to access online learning resources such as the LMS adopted by the school. • Limited use of shared materials and supplies. • Classrooms arranged to allow for cohort groups and social distancing where possible and reasonable. • Staff and students working in close proximity will be advised to wear a face mask.
Common Areas:	<ul style="list-style-type: none"> • No guests at lunch time. • Students will utilize a card system to scan in for lunch rather than manually type in their lunch code. • Students will move about the building in cohort groups, reasonably limiting exposure to other groups. • Schedules may be altered to reduce cohorts passing. • Lunch times and location may be altered to reduce the number of students in the cafeteria.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19.
PHASE 2	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy students will continue attendance unchanged. • ASB Innovation Academy will function in a hybrid model— Group A Monday/Wednesday in class, Group B online. Tuesday/Thursday-- Group B in class, Group A online. Fridays will be used for interventions/groups. • ASB Innovation Academy staff and students will be required to wear face mask.
Priorities:	<ul style="list-style-type: none"> • Students and staff who are symptomatic are required to stay at home. • Maximize social distancing cohort where possible. • Support blended learning model. • Students will be assessed with AIMS Plus or NWEA Map 3 times this school year to document student progress. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy.

Districtwide Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc.). While other schools remain open and meeting students in person. • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. <ul style="list-style-type: none"> • Foaming in and out of each room. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be maintained in office spaces. • Masks must be worn by all students and staff. • Some school events, assemblies, and gatherings may be changed or cancelled. • Access to campus may be additionally limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Students will be attending school on a hybrid schedule. • Students will be expected to engage in learning opportunities online using district LMS system on days they are not in school. • Teachers are expected to make direct student/family contact at least daily. • Limited use of shared materials and supplies when students are in school. • Desks arranged to allow for cohort groups and social distancing where possible and reasonable.
Common Areas:	<ul style="list-style-type: none"> • Students when moving around the building will move in cohort groups and reasonably try to limit exposure to other groups. • Schedules may be altered to reduce cohorts passing in common areas. • Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

Williston Middle School

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Parents and students have the choice of virtual academy or on-campus instruction. • WMS will function with all traditional students attending. • Teachers will use Google Classroom

Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread. • Students will be assessed with NWEA MAP 3 times this school year to document student progress. • Parents are not allowed beyond school office.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy. • Access to campus is limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Students issued “technology” and trained on how to access online learning resources such as the LMS adopted by the school. • Limited use of shared materials and supplies. • Classrooms arranged to allow for cohort groups and social distancing where possible and reasonable. • Wearing a face mask is strongly encouraged for staff and students working in close proximity will be advised to wear a face mask. • Students will attend on a regular schedule.
Common Areas:	<ul style="list-style-type: none"> • No guests at lunch time. • Students will utilize a card system to scan in for lunch rather than manually type in their lunch code. • Students will move about the building in cohort groups, reasonably limiting exposure to other groups. • Schedules may be altered to reduce cohorts passing. • Lunch times and location may be altered to reduce the number of students in the cafeteria.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19.

PHASE 2	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy (Distance Learning) students will continue attendance unchanged. • WMS will function in a hybrid model— Group A Monday/Wednesday in class, Group B online. Tuesday/Thursday-- Group B in class, Group A online. Fridays will be used for interventions/groups. • WMS staff and students will be required to wear face mask.
Priorities:	<ul style="list-style-type: none"> • Students and staff who are symptomatic are required to stay at home. • Maximize social distancing cohort where possible. • Support blended learning model. • Students will be assessed with NWEA Map 3 times this school year to document student progress.
Districtwide Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc). While other schools remain open and meeting students in person. • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. <ul style="list-style-type: none"> • Foaming in and out of each room. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be maintained in office spaces. • Masks must be worn by all students and staff. • Some school events, assemblies, and gatherings may be changed or cancelled. • Access to campus may be additionally limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Students will be attending school on a hybrid schedule. • Students will be expected to engage in learning opportunities online using district LMS system on days they are not in school. • Teachers are expected to make direct student/family contact at least daily. • Limited use of shared materials and supplies when students are in school. • Desks arranged to allow for cohort groups and social distancing where possible and reasonable.

Common Areas:	<ul style="list-style-type: none"> • No guests at lunch time. • Students will utilize a card system to scan in for lunch rather than manually type in their lunch code. • Students will move about the building in cohort groups, reasonably limiting exposure to other groups. • Schedules may be altered to reduce cohorts passing. • Lunch times and location may be altered to reduce the number of students in the cafeteria.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

Williston High School

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Parents and students have the choice of virtual academy or on-campus instruction. • WHS will function in a hybrid model--Group A Monday/Wednesday in class, Group B online. Tuesday/Thursday--Group B in class, Group A online. Fridays will be used for interventions/groups.
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread. • Students will be assessed with NWEA MAP 3 times this school year to document student progress. • Parents are not allowed beyond school office.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy. • Access to campus is limited, with new protocols.

Classrooms:	<ul style="list-style-type: none"> • Students will be attending school on a hybrid schedule. • Students will be expected to engage in learning opportunities online using district LMS system on days they are not in school. • Students issued “technology” and trained on how to access online learning resources such as the LMS adopted by the school. • Limited use of shared materials and supplies. • Classrooms arranged to allow for cohort groups and social distancing where possible and reasonable. • Wearing a face mask is strongly encouraged for staff and students working in close proximity will be advised to wear a face mask.
Common Areas:	<ul style="list-style-type: none"> • No guests at lunch time. • Students will utilize a card system to scan in for lunch rather than manually type in their lunch code. • Students will move about the building in cohort groups, reasonably limiting exposure to other groups. • Schedules may be altered to reduce cohorts passing. • Lunch times and location may be altered to reduce the number of students in the cafeteria.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19.
PHASE 2	
Instructional Delivery	<ul style="list-style-type: none"> • Virtual Academy (Distance Learning) students will continue attendance unchanged. • WHS will continue with A/B Schedule and consider further modifications if necessary. • WHS staff and students will be required to wear face mask.
Priorities:	<ul style="list-style-type: none"> • Students and staff who are symptomatic are required to stay at home. • Maximize social distancing cohort where possible. • Support blended learning model. • Students will be assessed with NWEA Map 3 times this school year to document student progress.
Districtwide Practices:	<ul style="list-style-type: none"> • Based on identified COVID cases of students and staff targeted closures may be implemented (class, grade, department, etc.). While other schools remain open and meeting students in person. • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. <ul style="list-style-type: none"> • Foaming in and out of each room. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.

Schools:	<ul style="list-style-type: none"> • Protective measures will be maintained in office spaces. • Some school events, assemblies, and gatherings may be changed or cancelled. • Access to campus by outside visitors will be greatly restricted.
Classrooms:	<ul style="list-style-type: none"> • Students will be attending school on a hybrid schedule. • Students will be expected to engage in learning opportunities online using district LMS system on days they are not in school. • Teachers are expected to make direct student/family contact at least daily. • Limited use of shared materials and supplies when students are in school. • Desks arranged to allow for cohort groups and social distancing where possible and reasonable.
Common Areas:	<ul style="list-style-type: none"> • No guests at lunch time. • Students will utilize a card system to scan in for lunch rather than manually type in their lunch code. • Students will move about the building in cohort groups, reasonably limiting exposure to other groups. • Schedules may be altered to reduce cohorts passing. • Lunch times and location may be altered to reduce the number of students in the cafeteria.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

Del Easton Alternative School

PHASE 1	
Instructional Delivery	<ul style="list-style-type: none"> • Del Easton will continue with instruction but will waive the hourly attendance requirement. • Students will be required to take tests and quizzes at the alternative school building but may complete all other coursework from home. • Students will be encouraged to wear masks while in the building.
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread. • Students will be assessed with NWEA MAP 3 times this school year to document student progress.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.

Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy. • Access to campus is limited, with new protocols.
Classrooms:	<ul style="list-style-type: none"> • Students will be attending school. • Students issued “technology” and trained on how to access online learning resources such as the LMS adopted by the school. • Limited use of shared materials and supplies. • Classrooms arranged to allow for cohort groups and social distancing where possible and reasonable. • Wearing a face mask is strongly encouraged for staff and students working in close proximity will be advised to wear a face mask.
Common Areas:	<ul style="list-style-type: none"> • Students will move about the building in cohort groups, reasonably limiting exposure to other groups. • Schedules may be altered to reduce cohorts passing. • Lunch times and location may be altered to reduce the number of students in the cafeteria.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19.
PHASE 2	
Instructional Delivery	<ul style="list-style-type: none"> • Del Easton will continue with instruction but will waive the hourly attendance requirement. • Students will be required to take tests and quizzes at the alternative school building but may complete all other coursework from home. • Students will be encouraged to wear masks while in the building.
Priorities:	<ul style="list-style-type: none"> • Ensure students and staff who are symptomatic stay at home. • Implement reasonable accommodations to reduce school-wide and community spread. • Students will be assessed with NWEA MAP 3 times this school year to document student progress.
Districtwide Practices:	<ul style="list-style-type: none"> • Social distancing where possible and reasonable. • Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas. • Handwashing integrated throughout the day. • Hand sanitizer available throughout each building. • Support and train parents on use of technology tools and online curricular resources. • Implement technology support line.
Schools:	<ul style="list-style-type: none"> • Protective measures will be implemented in office spaces. • Some school events, assemblies and gatherings may be changed or cancelled, will be determined by district policy. • Access to campus is limited, with new protocols.

Classrooms:	<ul style="list-style-type: none"> • Students will be attending school. • Students issued “technology” and trained on how to access online learning resources such as the LMS adopted by the school. • Limited use of shared materials and supplies. • Classrooms arranged to allow for cohort groups and social distancing where possible and reasonable. • Wearing a face mask is strongly encouraged for staff and students working in close proximity will be advised to wear a face mask.
Common Areas:	<ul style="list-style-type: none"> • Students will move about the building in cohort groups, reasonably limiting exposure to other groups. • Schedules may be altered to reduce cohorts passing. • Lunch times and location may be altered to reduce the number of students in the cafeteria.
Extracurricular & Activities:	<ul style="list-style-type: none"> • Guidance and directives from the NDHSAA and other governing boards will be used to guide these activities.
Communications:	<ul style="list-style-type: none"> • Share information about how to stop the spread of COVID-19. • Share technology support resources for parents.

Athletics & Activities

Williston Public School District #1 recognizes the value and importance of extracurricular activities to a well-rounded educational experience for our students. Our Activities Director has worked closely with the NDDoH, NDHSAA, and other WDA AD's to develop a comprehensive plan to safeguard the health and wellness of our students, staff, and community while participating or observing high school activities. For details of this plan, please see the Activities Addendum.

Facilities

PHASE 1

Requirements:

1. Necessary cleaning, sanitation and disinfecting supplies and PPE must be available.
2. All buildings can be opened.
3. Weather permitting, outdoor spaces will be used when practical.
4. Cleaning crews must be able to thoroughly clean and disinfect all areas of any buildings in use. The following spaces will be disinfected following each use of a student group:
 - a. Classrooms - Any surfaces touched by students to include desks, rails, handles or other surfaces.
 - b. Hallways - Handrails, push pads, locker handles. Drinking fountains will only be used if the bottle-filling function is available.
 - c. Other Use Areas - (Gyms, Auditoriums, Labs) Any surfaces touched by students to include desks, rails, handles or other surfaces.
5. All bathrooms will be disinfected at the end of each day. All touch surfaces in the bathrooms will be disinfected with a CDC approved product.
6. Students will wash hands or use hand sanitizer when entering each learning space.
7. All employees using any chemicals will follow all requirements from the label or the Safety Data Sheet (SDS).
8. School will communicate to all parents/guardians on current COVID-19 information and procedures impacting students and families. Communication will be a minimum of once per month during school year. Communication will include a minimum of the following information:
 - a. Current rules pertaining to COVID-19 in the school will be followed.
 - b. Any safety precautions for students and parents including personal hygiene practices
 - c. All scheduling, classes, and distance learning changes that impact students
9. All learning spaces and common areas will be adjusted to allow for social distancing. (Attach building specific room plans for furniture, desks, barriers, and chairs.)
10. The attached schedule will be used to allow for proper use of school space and social distancing. (Attach and changed class schedules to meet proper safety protocols.)
11. Transportation safety protocols will include the following:
 - a. All bus drivers will receive COVID-19 Safety Training
 - b. All people on the bus will be required to wear a face mask

- c. Students will not be allowed to touch other students
- d. Students will be reminded to not touch their face for any reason
- e. Seating charts to allow for social distancing will be created for all buses when possible
- f. All riders will use hand sanitizer when entering/leaving the bus
- g. Buses will be properly disinfected after each route/trip

Processes:

1. Work-related travel is allowed.
2. Employee safety actions will include:
 - a. Employees will wash hands or use hand sanitizer upon entry to any building.
 - b. Visitor will be required to wear a mask upon entry.
 - c. Employees are encouraged to wear face masks.
 - d. Employees will follow social distance requirements of 6', no more than 15 minutes within 6' perimeter.
 - a. Every effort will be made to hold no events with more than 500 people gathered in a group. If such an event is held, social distance must be followed.
 - e. Only disposable utensils, cups and flatware should be used in kitchens and breakrooms.
 - f. All vending machines and water fountains will be closed.
 - g. Employees should sanitize their workstations, keyboards, cell phones, and other surfaces at the end of each day.
 - h. Employees may use shared equipment such as copiers and other devices. Each device will be disinfected at the end of each use.
 - i. Employees will disinfect meeting spaces before and after each use.
 - b. The following precautions will be implanted for any students identified as high-risk per CDC guidelines:
 - i. Required to wear a mask at all times
 - ii. Must have social distancing in all class settings
 - iii. Required to wash hands or use hand sanitizer when entering/ leaving any class space
 - iv. Schedule will be adjusted to avoid interacting with any groups more than 10 people
 - v. Will be given option for distance learning if at all possible
 - vi. Will not use any shared items
3. Employees may schedule meetings with the public using the following procedures:
 - a. Visitors must fill out a screening form before entering the building.
 - b. The public must utilize the sanitizing stations upon arrival and departure.
 - c. When meeting with the public, all attendees (employees, students and public) will sit six feet apart, wash or sanitize hands before and after the meeting.
 - d. Clean and unused pens will be available.
 - e. Meeting area will be disinfected by employees before and after each meeting.
4. All public and internal meetings should be held virtually when possible.
5. Small spaces such as elevators and restrooms will be signed to mandate appropriate number of people for social distancing.
6. Other spaces will have chairs/desks/tables configured to meet social distance requirements.
7. All building entrances will be signed with appropriate signage from NDDoH.

PHASE 2

Requirements:

1. Necessary cleaning, sanitation and disinfecting supplies and PPE must be available.
2. All buildings can be opened.
3. Weather permitting, outdoor spaces will be used when practical.
4. Cleaning crews must be able to thoroughly clean and disinfect all areas of any buildings in use. The following spaces will be disinfected following each use of a student group:
 - a. Classrooms - Any surfaces touched by students to include desks, rails, handles or other surfaces.
 - b. Hallways - Handrails, push pads, locker handles. Drinking fountains will only be used if the bottle-filling function is available.
 - c. Other Use Areas - (Gyms, Auditoriums, Labs) Any surfaces touched by students to include desks, rails, handles or other surfaces.
5. All bathrooms will be disinfected every 2 hours. All touch surfaces in the bathrooms will be disinfected with a CDC approved product.
6. All employees using any chemicals will follow all requirements from the label or the Safety Data Sheet (SDS).
7. School will communicate to all parents/guardians on current COVID-19 information and procedures impacting students and families. Communication will be a minimum of once per month during school year. Communication will include a minimum of the following information:
 - a. Current rules pertaining to COVID-19 in the school will be followed
 - b. Any safety precautions for students and parents including personal hygiene practices
 - c. All scheduling, classes, and distance learning changes that impact students
8. All learning spaces and common areas will be adjusted to allow for social distancing. (Attach building specific room plans for furniture, desks, barriers, and chairs.)
9. The attached schedule will be used to allow for proper use of school space and social distancing. (Attach and changed class schedules to meet proper safety protocols.)
10. Transportation safety protocols will include the following:
 - a. All bus drivers will receive COVID-19 Safety Training
 - b. All people on the bus will be required to wear a face mask
 - c. Students will not be allowed to touch other students
 - d. Students will be reminded to not touch their face for any reason
 - e. Seating charts to allow for social distancing will be created for all buses when possible.
 - f. All riders will use hand sanitizer when entering/leaving the bus
 - g. Buses will be properly disinfected after each route/trip

Processes:

1. Work-related travel should be for essential operations only.
2. Employee safety actions will include:
 - c. Employees will wash hands or use hand sanitizer upon entry to any building.
 - d. Outside guests will be required to wear a mask.
 - e. All vending machines and water fountains will be closed.
 - f. Employees are required to wear a mask when in all settings.

- g. Employees will follow social distance requirements of 6', no more than 15 minutes within 6' perimeter.
 - h. Every effort will be made to hold no events with more than 250 people gathered in a group. If such an event is held, social distance must be followed.
 - i. Only disposable utensils, cups and flatware should be used in kitchens and breakrooms.
 - j. Employees will sanitize their workstations, keyboards, cell phones, and other surfaces at the end of each day.
 - k. Employees may use shared equipment such as copiers and other devices. Each device will be disinfected after each use.
 - l. Employees will disinfect meeting spaces before and after each use.
 - m. All students will be required to wear a mask with designated break times.
 - n. The following precautions will be implemented for any students identified as high-risk per CDC guidelines:
 - i. Required to wear a mask at all times
 - ii. Must have social distancing in all class settings
 - iii. Required to wash hands or use hand sanitizer when entering/leaving any class space
 - iv. Schedule will be adjusted to avoid interacting with any groups more than 10 people
 - v. Will be given option for distance learning if at all possible
 - vi. Will not use any shared items
3. Employees may schedule meetings with the public using the following procedures:
 - a. Visitors must fill out a screening form before entering the building.
 - b. The public must utilize the sanitizing stations upon arrival and departure.
 - c. The public must have an appointment to enter the building.
 - d. The public will only be allowed in designated meeting areas.
 - e. When meeting with the public, all attendees (employees, students and public) will sit six feet apart, encouraged to wear masks, and wash or sanitize hands before and after the meeting.
 - f. The public and staff are encouraged to wear a mask during the meeting.
 - g. Attendees must wear gloves if sharing documents.
 - h. Clean and unused pens will be available. Used pens must be discarded after each meeting.
 - i. Meeting area will be disinfected by employees before and after each meeting.
 4. All public and internal meetings should be held virtually when possible.
 5. Small spaces such as elevators and restrooms will be signed to mandate appropriate number of people for social distancing.
 6. Other spaces will have chairs/desks/tables configured to meet social distance requirements.
 7. Any interior doors that will not impact security will be propped open to reduce exposure to handles and push bars.
 8. All building entrances will be signed with appropriate signage from NDDoH.

Phase 3

Requirements:

1. Necessary cleaning, sanitation and disinfecting supplies and PPE must be available.
2. All non-essential buildings will remain closed
3. Cleaning crews must be able to thoroughly clean and disinfect all areas of any buildings in use.

4. Bathrooms should be disinfected once every 2 hours.
5. All employees using any chemicals will follow all requirements from the label or the Safety Data Sheet (SDS).
6. School will communicate to all parents/guardians on current COVID-19 information and procedures impacting students and families. Communication will be a minimum of once per month during school year. Communication will include a minimum of the following information:
 - a. Current rules pertaining to COVID-19 in the school will be followed
 - b. Any safety precautions for students and parents including personal hygiene practices
 - c. All scheduling, classes, and distance learning changes that impact students

Processes:

1. No work-related travel. Personal travel to be discussed with supervisor and may result in directives to self-quarantine after the travel.
2. Employee safety actions will include:
 - a. Employees will wash hands or use hand sanitizer upon entry to any building.
 - b. Employees will be allowed in buildings during normal business hours only.
 - c. Employees must follow the schedule identified by their department head to prevent direct contact with as many individuals as possible.
 - d. No visitors will be allowed in any buildings
 - e. Employees are required to wear a mask when outside their offices or workstations.
 - f. All vending machines and water fountains will be closed.
 - g. Employees will only eat food at their workstations, not in breakrooms or other spaces.
 - h. When an employee is working in his/her office, the door must be closed.
 - i. Employees will follow social distance requirements of 6', no more than 15 minutes within 6' perimeter.
 - j. Under no circumstance will more than 10 people gather in a group. If such a meeting is held, social distance must be followed.
 - k. Only disposable utensils, cups and flatware will be used in kitchens and breakrooms.
 - l. Employees are not allowed to enter other employees' offices or workstations.
 - m. Employees will disinfect their workstations, keyboards, cell phones, and other surfaces at the start and end of each shift.
 - n. Employees will not use shared equipment such as copiers and other devices.
 - o. All vending machines and water fountains will be closed.
3. All public meetings and internal meetings will be held virtually. Meetings with the public will only be held virtually.
4. Employees may not schedule personal meetings with the public.
5. Small spaces such as elevators and restrooms will be signed to mandate appropriate number of people for social distancing.
6. Conference rooms will be closed. All other spaces will have chairs/desks/tables configured to meet social distance requirements.
7. Any interior doors that will not impact security will be propped open to reduce exposure to handles and push bars.
8. All building entrances will be signed with appropriate signage from NDDoH.

Transportation

Activities/Athletics Bussing

PHASE 1	<ul style="list-style-type: none"> • All Activities/Athletics • Full Capacity • Passengers wear masks on bus
PHASE 2	<ul style="list-style-type: none"> • Full capacity on busses • Passengers wear masks on bus
PHASE 3	<ul style="list-style-type: none"> • No Bussing

Special Education School Bussing

PHASE 1	<ul style="list-style-type: none"> • Social Distance on bus as much as possible • Use large busses to accommodate more students per route
PHASE 2	<ul style="list-style-type: none"> • Stagger pick-up/drop-off times • Full capacity on busses
PHASE 3	<ul style="list-style-type: none"> • No Bussing

Food Services

PHASE 1	
Lunch Payments	<ul style="list-style-type: none"> • Parents will be encouraged to make payments through MySchoolBucks • Cash will not be handled in the serving line • Lunch envelopes will be available at the office for students to place payments inside.
Meal Service Options	<ul style="list-style-type: none"> • Regular meal options will be available • Curbside meals will be available for distance learning students • Salad Bars may be used based on guidance from ND Department of Health • Foods not pre-portioned or pre-packaged will be served by foodservice staff. Middle and High School students may be able to select their own limited ala carte options • Share Tables will not be available at elementary schools

Cafeteria Protocols:	<ul style="list-style-type: none"> • Students must sanitize hands immediately before entering cafeteria serving line • Classroom dismissal will be staggered so that students cannot congregate in areas. • Students will be encouraged to dine outside if possible • Students will be encouraged to socially distance in the cafeteria and alternate areas • Kindergarten students will dine in the cafeteria, grades 1-4 will dine in their classroom • Staff will wear masks during meal service
Point of Sale Protocols	<ul style="list-style-type: none"> • Students will use ID badge to scan ID. Students will not manually enter numbers in pin pad
Cafeteria Cleaning Protocols:	<ul style="list-style-type: none"> • Tables, surfaces and chair tops will be properly sanitized after breakfast and between each meal period
PHASE 2	
Lunch Payments	<ul style="list-style-type: none"> • Parents will be encouraged to make payments through MySchoolBucks
Meal Service Options	<ul style="list-style-type: none"> • Limited meal options may be available. Curbside meals will be available for distance learning students • Students will be offered meals through regular meal service or curbside • Salad Bars may be available based on guidance from ND Department of Health • Foods not pre-portioned or pre-packaged will be served by food service staff. Middle and High School students may be able to select their own limited ala carte options • Share Tables will not be available at elementary schools
Cafeteria Protocols:	<ul style="list-style-type: none"> • Students must sanitize hands immediately before entering cafeteria serving line • Classroom dismissal will be staggered so that students cannot congregate in areas • Students will be encouraged to dine outside if possible • Students will be encouraged to socially distance in the cafeteria and alternate locations if needed • Kindergarten students will dine in the cafeteria and grades 1-4 will dine in their classroom. • Staff and students will wear masks during meal service period
Point of Sale Protocols:	<ul style="list-style-type: none"> • Students will use ID badge to scan ID. Students will not manually enter numbers in pin pad.
Cafeteria Cleaning Protocols:	<ul style="list-style-type: none"> • Tables, surfaces and chair tops will be properly sanitized after breakfast and between each meal period.
PHASE 3	
Lunch Payments	<ul style="list-style-type: none"> • Parents will be encouraged to make payments through MySchoolBucks
Meal Service Options	<ul style="list-style-type: none"> • Curbside meals will be provided for students or parents to pick up meals at their school location. • All meals will be pre-packaged or pre-wrapped • Only one option for meals will be available

Technology Services

PHASE 1	
Priorities:	<ul style="list-style-type: none"> • Staff who are sick are required to stay at home. • Implement reasonable accommodations to reduce spread. • Practice social distancing where reasonable and practical. • Technology Staff are required to wear face masks in public areas and when working with students/staff. • Technology Staff are required to wear gloves whenever working on student/staff/classroom devices.
Support Requests	<ul style="list-style-type: none"> • Help Desk tickets are required for any non-emergency support request. • Emergency requests may be submitted by telephone or Microsoft Teams. • Window service will be available by appointment only. • Technicians will schedule in-person visits when there are no students in the classroom. • Masks are required for all students and staff during interactions.
Technology Equipment	<ul style="list-style-type: none"> • Student device supplies are limited. Replacements/loaners will be made provided based on availability. • Students and staff will be required to wipe down their devices before a technician can work on it. • Devices submitted to Technology Services will be disinfected utilizing UV equipment before a technician will begin work.
Distance Learning Support	<ul style="list-style-type: none"> • Distance students requiring device support will be provided a replacement as available. Students will utilize the district website to schedule curb-side device replacements.
PHASE 2	
Priorities:	<ul style="list-style-type: none"> • Staff who are sick are required to stay at home. • Implement reasonable accommodations to reduce spread. • Practice social distancing where reasonable and practical. • Technology Staff are required to wear face masks. • Technology Staff are required to wear gloves whenever working on student/staff/classroom devices.
Support Requests	<ul style="list-style-type: none"> • Help Desk tickets are required for any non-emergency support request. • Emergency requests may be submitted by telephone or Microsoft Teams. • Window service will be available by appointment only. • Technicians will schedule in-person visits when there are no students in the classroom. • Masks are required for all students and staff during interactions.
Technology Equipment	<ul style="list-style-type: none"> • Student device supplies are limited. Replacements/loaners will be made provided based on availability. • Students and staff will be required to wipe down their devices before a technician can work on it.

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Distance Learning Support	<ul style="list-style-type: none"> • Distance students requiring device support will be provided a replacement as available. Students will utilize the district website to schedule curb-side device replacements.
PHASE 3	
Priorities:	<ul style="list-style-type: none"> • Staff who are sick are required to stay at home. • Implement reasonable accommodations to reduce spread. • Practice social distancing where reasonable and practical. • Technology Staff are required to wear face mask. • Technology Staff are required to wear gloves whenever working on student/staff/classroom devices.
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Distance Learning Support	<ul style="list-style-type: none"> • Distance students requiring device support will be provided a replacement as available. Students will utilize the district website to schedule curb-side device replacements.

Human Resources

Williston Public School District #1 will adhere to all Federal and State laws while meeting all contractual obligations to our employees. For questions related to employment, please contact the HR Director located at the District Office.