

SEJONG ACADEMY
COVID-19 Safe School Procedures 2023-2024
Updated: 8/22/23

In-Person Model	
What will the 2023-2024 model look like?	<u>In-person Learning at School</u> Students will go to school for in-person learning 5 days a week. Sejong Academy has no online home-based learning option.
Could this plan change?	Yes. Our plans could change as we continue to evaluate the situation and follow the recommendations from MDE, CDC, and other relevant information.
What will the schedule look like?	<ul style="list-style-type: none"> ● The school day is from 8:30-3:30 Monday through Thursday and 8:30-2:30 on Fridays (tentative). No before and after school child care at this time. ● We are planning to operate our After School Program starting September 6th (to be confirmed) which runs Monday-Thursday from 3:30-5 PM.
What Personal Protective Equipment will the school provide for each classroom?	<ul style="list-style-type: none"> ● Masks are optional. ● We respect each other’s mask choices. ● All staff and students who choose to wear a mask are expected to bring their own masks and wear masks with students and in common building areas. The school no longer provides disposable masks for students. ● Our school building is equipped with an HVAC air exchange system. Therefore, air purifiers are not needed but we will use our existing air purifiers for extra air purification and circulation. ● The cafeteria will be equipped with additional air purifiers. ● Disinfecting wipes and hand sanitizer are available for all classrooms.

Expectations for All Staff
Staff: When In-person / At school

<p>In case of emergency COVID-19 breakout</p>	<p>All teachers (classroom, subject, ELL, SPED, ADSIS, related service providers, etc.) should have an <u>online google meet session and learning platform</u> (Schooly, Toddle, Google Classroom, Google sites, Seesaw, etc.) created in basic format and communicated to students and parents in case of emergency school closures due to COVID-19.</p>
<p>Before coming to school</p>	<p>Check how you are feeling.</p> <ul style="list-style-type: none"> ○ If you are experiencing any COVID-like symptoms (see Appendix A: COVID-19 Symptoms), notify the office/admin of your symptoms, and get tested as soon as possible. ○ School can provide testing at school or take-home tests if requested. ○ Please inform the office staff and the building sub of your absence at least by 6 am the day of a positive test result.
<p>When arriving on campus</p>	<ul style="list-style-type: none"> ● Put your mask on before entering the building if you choose to wear one. ● Please get tested in the office if you have any symptoms or concerns at the beginning of the day or during the school day.
<p>When inside the building</p>	<p>Throughout the day:</p> <ul style="list-style-type: none"> ● Wash your hands often and thoroughly. ● Monitor how you feel. If you start to experience any COVID-like symptoms, notify the office/admin of your symptoms and get tested as soon as possible.
<p>Fast testing at School guidelines for staff</p>	<ul style="list-style-type: none"> ● You are invited to test as much as desired when you have symptoms or are exposed to a positive COVID case as a close contact (15 minutes or more)
<p>Staff: COVID Leave Policy</p>	
<p>Every Teacher Must Have Emergency Lesson Plans</p>	<p>Each teacher (classroom, subject, ELL, SPED, ADSIS) is required to have at least two days of lesson plans in case you cannot work due to COVID-related symptoms. File these in Google Drive according to Mrs. Cho and Ms. Thompson's directions. This folder will also be shared with Ms. Juju who is in charge of subbing assignments.</p>
<p>Once/If you have symptoms...</p>	<ol style="list-style-type: none"> 1. Get a test from the office staff. 2. If you test positive, you will need to be quarantined for five days. 3. If you test negative within the 5 day quarantine period, you may return to work. 4. Day 1 of quarantine starts when you test positive, not when you first experience symptoms. 5. You can come back after a 5 day quarantine period with minor symptoms and a positive test as long as you are masked up in the

	<p>building.</p> <p>6. Continue to mask until you test negative with no symptoms.</p> <p>7. Reminder: you need to use sick days for COVID positive.</p>
Able to teach virtually?	<ul style="list-style-type: none"> ● This is no longer an option for teachers.
COVID Communication	<ul style="list-style-type: none"> ● If a staff member who has been in school has a positive COVID-19 test result, please inform the office and any possible close contacts. ● We will not be sending Schoology messages for each case or maintaining a COVID -19 dashboard unless cases rise to a level that makes it necessary.

Expectations for Students & Families	
Students: In-person / At school	
Parent/Family Expectations	<p>All parents/families are expected to follow the following guidelines for the 23-24 school year:</p> <ol style="list-style-type: none"> 1. I'll not send my child to school if they have any severe COVID-like symptoms and notify the office. 2. If your child tests positive, they need to quarantine 5 days before returning to school or earlier with a negative test. 3. My child will follow the COVID-19 school safety procedures, as determined by the school's current procedures. 4. If someone in our home has a positive COVID test result, I'll inform the school and send them back to school only if they have a negative test result and no major symptoms. Any student or family member can call and set up a testing appointment at the school if that is more convenient.
School Temperature check	<p>There will be no more temperature checks at the school door for entry into the school building.</p>
What if a student starts to feel sick during the day?	<ul style="list-style-type: none"> ● The student should tell their teacher immediately. ● The student can take a test at school with written or verbal parent permission. ● Transportation:

	<ul style="list-style-type: none"> ○ If parents can not pick up the child right away, the school's bus company may be able to provide transportation - not guaranteed. ○ If you are able to pick your child up, do so and get them tested right away. ○ If families request the school to assist with transportation to and from the testing center, we will help.
Dismissal	<ul style="list-style-type: none"> ● School dismissal will continue with staff calling for one bus at a time.
PM Parent Pick Up	<ul style="list-style-type: none"> ● Parents can pick up students at 3:30 pm Monday through Thursday and 2:30 pm on Friday. ● Please be prompt to ensure orderly dismissal.
Are visitors ever allowed?	<ul style="list-style-type: none"> ● Prearranged visitors are allowed and stop by the main office first for a visitor badge. ● All parents must drop off their child at the main entrance after the 1st day of school. ● Volunteers are allowed.
Students: COVID Leave Policy	
Once you have symptoms...	<ol style="list-style-type: none"> 1. Notify your teacher and the office of your symptoms. 2. You (and all siblings at the school) will be tested at school with parental permission. 3. Meanwhile, check with your teacher regarding the school work if you are feeling well enough to do so. 4. If the students' test result is negative, they and their siblings who have a negative test can stay. 5. Any student with a positive test will go home. The student who tested positive will have to quarantine at home for five days.. Any student or family member can call and set up a testing appointment at the school if that is more convenient.
My test came back negative	<ul style="list-style-type: none"> ● If you test negative during your 5 day quarantine period, you can come back with proof of a negative test result.
My test came back positive	<ul style="list-style-type: none"> ● If positive, the office would appreciate knowing that result if you are comfortable sharing that. ● You will have to quarantine/stay home for 5 consecutive days. ● If you are able, check with your teacher and complete schoolwork.

<p>Students didn't get tested or parents refuse to allow testing their child/ren on campus</p>	<ul style="list-style-type: none"> ● Quarantine/stay home for 5 consecutive days without symptoms before you are allowed to return to school. <ul style="list-style-type: none"> ○ Check with your teacher and complete schoolwork. ● Parents/guardians have 3 options: <ul style="list-style-type: none"> ○ quarantine 5 consecutive days without symptoms ○ test off-campus and return with a negative result ○ give the school permission to test ● Siblings are allowed to come back with a negative test.
<p>COVID Breakout Plan</p>	<ul style="list-style-type: none"> ● At this time, we do not plan to have any full class or school quarantines.
<p>Staffing Challenges</p>	<ul style="list-style-type: none"> ● Staffing challenges can impact our ability to implement this plan. If too many staff are out due to COVID, we may need to close for a few days. ● Considerations to consider when numerous staff is absent: <ul style="list-style-type: none"> ○ overall building safety and security due to COVID ○ shortage of homeroom/classroom teachers ○ substitute teacher availability ○ shortage of office/admin staff to maintain building safety and security of the Sejong learning community.

<h2 style="text-align: center;">Services Provided This School Year</h2>	
<p>AM Childcare</p>	<p>We will not provide AM childcare until further notice.</p>
<p>PM Childcare</p>	<p>There is no PM Childcare at this time.</p>
<p>Social-emotional & Mental Health Services</p>	<p>Sejong's counselors will connect with staff and students to inform them on how to request services.</p>
<p>Cleaning crew/Custodians</p>	<ul style="list-style-type: none"> ● The regular cleaning crew will come in the evenings to do their normal cleaning duties with extra sanitation in mind. ● They will make sure there is sufficient soap, toilet tissue, paper towels in the bathroom, and motion hand sanitizers around the school.

If a student/staff have at least **two of the following**, they may be sent home or asked to stay home:

1. Shortness of breath
2. Chills
3. Muscle pain
4. Sore throat
5. Fatigue
6. Congestion
7. Loss of sense of smell
8. Loss of sense of taste
9. Gastrointestinal symptoms: diarrhea, vomiting, or nausea

This is based on the MDH DecisionTree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs: <https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

Appendix B: COVID-19 Testing Consent Form

Student COVID 19 Testing Consent Form

Purpose: COVID-19 is spread primarily from person-to-person through respiratory droplets. Close proximity to others presents a risk of infection and disease spread. It is recommended that persons maintain six feet of distance between one another at all times, wash hands frequently, perform wellness checks prior to school each day, and wear a cloth face covering; however, infection may still occur despite these safety protocols. To help prevent the spread of COVID-19, testing, contact tracing, and isolation of infected people work to support the health and safety of the community. The purpose of this "Student COVID-19 Testing Consent Form" is for parents or legal guardians to consent to COVID-19 testing for their children at Sejong Academy.

Authorizations: • I authorize Sejong Academy to administer COVID-19 rapid antigen testing to my child. • I authorize the Sejong Academy to conduct collection and testing for COVID-19 through a nasal swab—less than one inch into the nostril—to screen for COVID-19. • I authorize the Sejong Academy to share my child's test results with the Minnesota Department of Health.

Acknowledgements: I voluntarily agree for my child to be tested for COVID-19 at Sejong Academy.

I assume complete and full responsibility to take appropriate action with regard to my child's test results. I acknowledge a positive test result is an indication my child must self-isolate and wear a mask or face covering as directed to avoid infecting others. I understand, as with any medical test, this COVID-19 test has the potential for false positive—test is positive but my child does not have the infection—or false negative—test is negative but my child has the infection—results. I agree to seek medical advice, care and treatment from my healthcare provider if I have questions or concerns, or if my child's condition worsens. I understand that Sejong Academy is not acting as a healthcare provider, and this testing does not replace treatment by a healthcare provider.

I understand the test purpose, procedures, possible benefits and risks, and I can request a copy of this consent form. I can ask questions before I sign this consent form, and I understand I can ask additional questions at any time. I understand I can contact my child's school at any time to end my child's participation in the testing program.

Student's name _____ Student's Date of Birth _____

Parent or Guardian's name _____

Parent or Guardian's signature _____ Date _____