

**Prairie Creek Community School**  
**2020 - 2021 School Year**  
**COVID - 19 Master Contingency Plans**  
**Last updated 8.16.20**



**School Mission**

- PCCS is a progressive school
- PCCS is a child-centered school
- PCCS is a community school
- PCCS aims to make the world a better place

**Purpose:** The purpose of the 2020-2021 Prairie Creek Community School COVID-19 contingency plan is to provide a mission-centered plan for learning for every child regardless of the scenario.

**Flexibility:** The pandemic continues to evolve and change. All planning is predicated on a flexible response to changing State of Minnesota guidelines, directives and health situations. Prairie Creek Community School will monitor, revise and adjust the plans as needed as we proceed through the school year.

**Overview of the Three Scenarios**

The Minnesota Departments of Education and Health have directed districts to prepare for three scenarios for the 2020-21 school year. These scenarios below attend to all requirements set forth by the state. Because of our rural location and our progressive philosophy, we feel Prairie Creek is uniquely positioned to teach all students in an engaging, safe and meaningful way in the 2020-2021 school year.

|                    | <b>In-Person</b>   | <b>Hybrid</b>   | <b>Distance Learning</b>  |
|--------------------|--|---|---|
| <b>Description</b> | All K-5 children onsite at school daily.<br><br>Attendance will be taken daily.  | K-5 children onsite at school either Mon / Tues or Thurs / Friday. Wednesday closed for deep cleaning - children at home with “Wild Wednesday” outdoor learning and other remote options.<br><br>Attendance will be taken daily.  | All K-5 children learn remotely.<br><br>Attendance will be taken daily. |
| <b>Schedule</b>    | All K-5 students at school every day.<br><br>Traditional PCCS Schedule with adjustments made for tiered bus arrival and departure times. | Students are divided into two cohorts. Students from the same family will be assigned to the same cohort and where practicable in alignments with Nfld placements.<br><br>The Green Cohort (A) meets in-person Mondays / Tuesdays | Teachers deliver instruction via SeeSaw, Google Classroom and Zoom.     |

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|                                 |  | <p>and works via distance learning on Wednesday to Friday.</p> <p>The Blue Cohort (B) meets in person on Thursday / Friday and via distance learning on Monday - Wednesday. Buildings will be cleaned and disinfected on Wednesdays.</p>  |   |
| <p><b>Safety Procedures</b></p> | <p>Parents are required and responsible for daily screening of COVID-19 symptoms and agree to keep their child home if they are ill.</p> <p>Parents will be expected to report COVID -19 symptoms or exposures to the school.</p> <p>PCCS staff will conduct an additional onsite screening of children upon arrival at PCCS (including temperature checks).</p> <p>All staff are required to conduct daily self-screenings of COVID-19 symptoms and agree to stay home if ill.</p> <p>Late students report to the office as per normal procedures.</p> <p>Face-coverings required in accordance with <a href="#">Executive Order 20-81</a>. PCCS will provide face masks for each student and have available face shields for children who need/request them. Families are expected to ensure that their child has a clean face-covering daily.</p> <p>Create six feet of physical space when feasible, including changes in classroom furniture and in-door space use. We will also incorporate outdoor learning into the curricular</p> | <p>Parents are required and responsible for daily screening of COVID-19 symptoms and agree to keep their child home if they are ill.</p> <p>Parents will be expected to report COVID -19 symptoms or exposure to the school.</p> <p>PCCS staff will conduct an additional onsite screening of children upon arrival at PCCS. (including temperature checks)</p> <p>All staff are required to conduct daily self-screenings of COVID-19 symptoms and agree to stay home if ill.</p> <p>Late students report to the office as per normal procedures</p> <p>Face-coverings required in accordance with <a href="#">Executive Order 20-81</a>. PCCS will provide face masks for each student and have available face shields for children who need/request them. Families are expected to ensure that their child has a clean face-covering daily.</p> <p>Create six feet of physical distancing.</p> <p>Maintain less than 50% of the building's fire marshal occupancy limit.</p> | <p>Children remain at home<br/>Buildings closed to the public</p> |

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|                       | <p>design while considering developmental needs, weather etc.</p> <p>Implement frequent handwashing and/or sanitation</p> <p>Isolation process implemented when COVID-19 symptoms reported during the school day</p> <p>Daily cleaning and disinfection of high touch surfaces throughout the day by school staff.</p> <p>Daily cleaning and disinfection by Servicemaster.</p> <p>Upgrades to school air filtration systems.</p>  | <p>Incorporate outdoor learning into the curricular design while considering developmental needs, weather etc</p> <p>Implement frequent handwashing and / or sanitation</p> <p>Isolation process implemented when COVID-19 symptoms reported during the school day.</p> <p>Daily cleaning and disinfection of high touch surfaces throughout the day by school staff.</p> <p>Daily cleaning and disinfection by Servicemaster.</p> <p>Upgrades to school air filtration systems.</p>   |  |
| <b>Technology</b>     | <p>All K-5 students will have access to iPads or chromebooks as needed by scenario. Internet access will be provided for families who are unable to purchase it. Email: tech@prairiecreek.org or call 507 645 9640 for assistance.</p>   |  |  |
| <b>Transportation</b> | <p>Transportation will be provided by Benjamin Bus with a two-tier system with reduced (two-thirds) capacity. In the morning, all rural students will be picked up on the first tier and dropped at school. Buses will be disinfected and then all in-town students will be picked up and dropped off at school.</p> <p>In the afternoon, all in-town students will be dropped off at home first. Buses will be disinfected and then all K-12 rural students will be dropped off at home.</p> <p>Families who transport their children to school may also be given a staggered arrival / departure time.</p> | <p>Transportation will be provided by Benjamin Bus with a two-tier system with reduced (up to 50%) capacity.</p> <p>In the morning, all rural students will be picked up on the first tier and dropped at school. Buses will be disinfected and then all in-town students will be picked up and dropped off at school.</p> <p>In the afternoon, all in-town students will be dropped off at home first. Buses will be disinfected and then all K-12 rural students will be dropped off at home.</p> <p>Families who transport their children to school may also be given a staggered arrival / departure time.</p> | <p>Buses will not transport students. Buses may be used for other needs such as food delivery and wifi access.</p> |

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| <p><b>Meals</b></p>                   | <p>Students will eat in classrooms, the gym, or outside, with as much physical spacing as feasible.</p> <p>Meals will be delivered to children in the building.</p> <p>Students in a distance learning only model will pick up meals at PCCS or a location in Northfield.</p>  | <p>Children will eat in classrooms, the gym, or outside, with six feet of spacing between students. Meals will be delivered to children in the building.</p> <p>Families can pick up meals at school for consumption on days they are not in the building while they are in the distance learning portion of the hybrid learning model.</p> <p>Students in a distance learning only model will pick up meals at PCCS or a location in Northfield.</p> | <p>Students in a distance learning only model will pick up meals at PCCS or a location in Northfield.</p> |
| <p><b>School Aged Child Care</b></p>  | <p>Fee-based program before school (Wednesdays) and after school.</p>  | <p>Limited all-day care available for PCCS students at no charge for Tier 1 critical workers on distance learning days during school hours. Fee-based care available after school hours.</p> <p>Fee-based after school childcare program available for all families on their in-school days.</p>  | <p>Limited all-day care available at no charge for PCCS Tier 1 critical workers during school hours.</p>  |
| <p><b>Visitors</b></p>                | <p>Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted and in most cases, non-staff are not allowed in the building. Visitors will be subject to a visitor health screening questionnaire before entering the building.</p> <p>Parents will be able to drop off essential items for their children due to forgetting them at home (devices, lunch, medication etc) in accordance with office procedures.</p> | <p>Building and grounds closed to the public.</p>   |   |
| <p><b>After School Activities</b></p> | <p>No outside groups will utilize PCCS building and grounds. PCCS extra-curricular activities will be evaluated on an individual basis in accordance with MDH guidelines.</p>  | <p>No after-school activities</p>   |   |

**Learning Model Determination**

The learning model will be determined by the Director in consultation with the PCCS COVID-19 Incident Command team. The learning model will be reported to MDE before implementation.

**PCCS Incident Command Team:** Director, Simon Tyler; Office Manager, Colleen Braucher; Teacher/ Director Designee, Molly McGovern; Teacher/Director Designee, Kelsey Fitschen; Teacher, Michelle Martin; School Nurse, Connie Menssen; Parent Board Chair and Member, Ben Miller

Decisions are driven by the Minnesota Department of Health and Education’s [Safe Learning Plan for 2020-21](#). The Safe Learning Plan outlines an approach to determine the learning model based on COVID-19 cases per 10,000 over 14 days by county of residence. PCCS is physically located near the southern border of Dakota County. The majority of students are Rice County residents. Decisions will therefore primarily be driven by Rice County health data. In addition to the number of cases, other factors are considered such as the School’s ability to follow MDE and MDH safety guidelines and staffing needs to effectively educate and maintain a safe environment for children.

After determining the base model for starting the school year, PCCS will review bi-weekly data with the Rice County Public Health Department. If the data indicates a change in the learning model is warranted, a regional support committee composed of MDE, MDH and a Regional Cooperative will advise the school on the next steps. The primary driver will be the number of cases per 10,000 over 14 days at the county level but other factors will also be considered such as specific locations of outbreaks associated with the increase/decrease in cases.

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

### **Distance Learning Only Option**

PCCS will provide a distance learning only option for students who are not ready or able to physically return to school. This distance learning only option will utilize platforms and curriculum designed for the distance learning scenario and be led by licensed PCCS teacher(s). Families choosing this option are asked to commit until November 6. PCCS will work with families if their circumstances change.

### **Internet Access**

Children and families who do not have Internet access can receive help. Please email [tech@prairiecreek.org](mailto:tech@prairiecreek.org) or call 507 645 9640. Voice messages will be monitored and returned to assist families in a timely manner.

### **Multiple Language Needs**

PCCS resources will be made available in Spanish and other languages as needed. If families need additional translation support they should contact the school office at 507.645.9640.

## **Virus Prevention and Mitigation Efforts**

Safety protocols will be in place to limit exposure and transmission of COVID-19 for the in-person and hybrid models.

### **Daily Health Screenings**

#### Step 1

Parents / guardians will be required to conduct a daily health screening before sending their child to school.

Students should remain at home if they have any of the following symptoms:

- Fever 100.0 or higher (daily home temperature check required)
- Chills
- New or worsening cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*By sending your child to school, you are reporting that your child does not have any of the above symptoms.

#### Step 2

PCCS staff will conduct on-site screening upon arrival for these symptoms including a temperature check.

### Virus Mitigation at School

Steps to reduce virus mitigation include:

- Six feet of distancing will be practiced as feasible.
- Learning activities provided outdoors to the greatest extent practicable
- Plexiglass barriers in the school office, designated special education spaces, and additional instructional spaces.
- All children, staff and visitors will be required to wear face covering as mandated by [Executive Order 20-81](#). Face coverings will be provided by the school as needed. Families are expected to ensure their child has a clean face covering daily.
- Regular hand washing and / or sanitization will be required as part of daily routines.
- Additional bathrooms and handwashing stations will be located in outdoor learning areas.
- Students will have their own set of individual supplies such as markers and pencils stored separately from others. Any shared classroom supplies such as math manipulatives will be disinfected after use and stored separately.
- Upgrades to the building ventilation system will be made prior to the 2020/2021 SY and fresh air mixture will be increased as possible.
- All indoor learning spaces have screened windows that can be opened.
- Enhanced cleaning and disinfection of building and buses.
- Groups of children will remain with their classmates throughout the day and, where practicable, will be located in a single indoor instructional space with minimal levels of movement. Outdoor learning will be

used whenever feasible. Every effort will be made to minimize the number of different adults interacting with each classroom group.

- Building exit and entry points will be assigned for staff and students.

### Physical Distance Markings

Floor markings will provide reminders about the need for physical distancing, including:

- Directional arrows in hallways to indicate one-way traffic flow patterns
- Floor markings in classrooms to indicate distancing
- Floor markings in bathrooms and other common areas
- Socially distanced space markings in outdoor learning areas

### **COVID-19 suspected or confirmed case protocols**

Staff and families are asked to self-report if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days. Reporting data will be handled in a manner consistent with the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA).

PCCS will use the [Minnesota Department of Health \(MDH\) Decision Tree for People with COVID-19 Symptoms in Youth, Student and Child Care Programs](#) to determine a course of action. All actions are taken in conjunction with the Minnesota Department of Health and the [Safe Learning Plan 2020-2021](#).

If a known exposure occurs in a classroom (from staff or students), close contacts will be quarantined at home for 14 days. Close Contacts are defined as someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset (or 48 hours prior from a positive test date for asymptomatic cases) until the time the patient is isolated. Testing is recommended for all close contacts of confirmed COVID-19 cases.

### PCCS COVID-19 Coordinator and Team

The PCCS COVID-19 Coordinator is School Nurse Connie Mennsen (507 645 9640)

The PCCS COVID -19 team includes Director Simon Tyler, or designee, Office Manager Colleen Braucher, School Nurse Connie Mennsen

### Isolation Process

If a student is displaying symptoms during the school day, the nurse's office will be used as the isolation area. Students with non-COVID-19 health issues will report to the main school office when the nurse's office is being used as an isolation area. If more than one student is symptomatic, six-foot distanced is required in the isolation space. If this is not possible, student's will be assigned to an alternate isolation space in the building. If a staff member is displaying symptoms during the school day, they will leave the building. If the staff member is too ill to leave on their own, they will be assigned to an alternate isolation space until they can be safely transported by a family member.

### Contact Tracing

Contact tracing will be conducted under the [direction of MDH](#). Families and staff will be notified about any exposure in accordance with MDH. Staff and students will be required to quarantine based on the [MDH Decision Tree](#).

#### Determining Factors for transition between models

The [Safe Learning Plan](#) provides the following guidance for transition scenarios. Decisions would be made in consultation with Health Agencies and MDE Regional Consultation teams.

### **Transportation**

Transportation will be provided by Benjamin Bus with a two-tiered system with reduced capacity. Face coverings are required of all students riding the bus. For a fully in-person model, capacity will be limited to 52 students (approximately two-thirds capacity). For a hybrid model, capacity will be limited to 26 students (approximately one-third capacity, but could be expanded to 50% capacity if needed). All rural K-12 students will be picked up and transported to their schools first. Buses will be disinfected and then pick up all in-town students and transport to their schools. In the afternoon, the process will be reversed with in-town K-12 students dropped off first. Buses will be disinfected. Then, rural K-12 students will be dropped off.

### **Child Nutrition**

Children will eat in their classroom spaces, the gym or other socially-distanced spaces, or outdoors (weather permitting). Meals will be delivered by Done Right Foods in a pre-packaged (or easily assembled) manner. Meals will be delivered to classrooms. During Distance Learning and Hybrid scenario, meals will be available for curbside pick up at PCCS and at a location (TBD) in Northfield.

### **Visitors / Volunteers**

Volunteers, unscheduled visitors and activities involving external groups or organizations will be prohibited until further notice.

### **Education Program Overview**

PCCS is committed to providing full access to a child-centered, progressive education learning program for all students regardless of scenario. For the 2020-2021 school year, we have made some curricular choices that will enable a smooth transition among models. For all models, the following applies:

- Attendance will be taken daily
- Students will receive appropriate support and services through the general education program, Special Education Individualized Education Plans (IEPs), 504 plan and intervention
- For the year ahead, the curricular focus will be on:
  - Literacy** Grade level teams have prioritized standards for the year and have identified resources to teach those standards both in distance learning and in-person/hybrid scenarios. To ease transition among models - workbooks and digital resources will be used across scenarios.
  - Math** To facilitate student independence, especially in distance learning, Prairie Creek will use Zearn math to structure and scaffold basic math learning. Problem solving, math communication and number sense development will be augmented with classroom activities and recorded or synchronous instruction in distance learning..



**Thematic Integrated Study (Social Studies, Science, Arts).** At least initially, Prairie Creek will have a school wide theme to build community and facilitate family participation. Where practicable throughout the year, theme will have all school components.

**Outdoor Learning** The school will continue to have Wild Wednesday/Forest School Wednesday in all scenarios. An environmental focus with outdoor learning both connects to Prairie Creek's mission and enables students to balance screen-based learning with active outdoor learning.

### **Special Education Services**

Special education provides specially designed instruction and services aligned with state and federal guidance to eligible students with disabilities. PCCS will provide a free appropriate public education (FAPE) to eligible students based on their disability related needs, through an Individualized Education Program (IEP) that will be adjusted for any of the scenarios that may occur due to COVID-19 precautions. The scenarios include: in-person attendance at school, distance learning only or a hybrid of distance learning and in-school attendance.

Section 504 Accommodation plans will also be implemented to meet the attendance scenario of the school at any given time.

Partnership with parents/guardians is critical regardless of the scenario. A communication plan will be discussed with each family at the beginning of the year.

Services will be provided while minimizing COVID-19 infection risk by adhering to CDC and MDH recommended safety measures. Special education teachers will communicate frequently with families, general education teachers, and related service providers to ensure student needs are being met both in the physical and virtual settings.

### **Intervention Services**

All PCCS children are provided with flexible and responsive support for their academic and social/emotional needs regardless of scenario. PCCS teachers and support staff will plan and implement interventions utilizing formative data in core curricular areas and through a process of weekly "child check-ins" with faculty and staff.

### **English Language (EL) Students**

PCCS will continue to screen students for EL services according to MDE guidelines. Students receiving EL services will be given access to grade level appropriate standards-aligned instruction.

### **Social and Emotional Learning**

Social and emotional development have always been at the core of learning at Prairie Creek. To prepare for the exceptional year ahead, we will ask all families about their needs as a part of our initial conference cycle. We will include questions on technology needs of their family and social needs for their child. In addition, faculty will be given resources to offer families regarding food insecurity, mental health and other family supports. Prairie Creek has developed comprehensive social and emotional toolkits to support SEL skill learning across the grade levels and at home.

## Attendance and Engagement

PCCS children are most successful in our progressive education learning environment when they are present and able to engage in our child-centered model. This contingency plan plans for full student participation regardless of scenario.

- Attendance will be reported daily in all three scenarios
- Flexibility will be important as families, staff and children navigate the health and safety priorities and logistical challenges of each scenario
- School administration will monitor attendance and communicate regularly with families to provide support and resources

## Virtual Support Systems

Children will have access to school iPads and chromebooks.

- SeaSaw
- Google Classroom
- Zoom

## Conferences

Every child and family will participate in a fall goal-setting conference between Tuesday, September 8 and Friday September 11, 2020. This will be used as an opportunity to provide information about the 2020-2021 school year and establish goals for each child.

## Authentic Assessment

PCCS is committed to child-centered systems of assessment that honor our progressive education mission, including:

- Ongoing classroom-based formative assessments in all scenarios
- Math - Measures of Academic Progress {MAP} (In-Person and Hybrid only)
- Written narratives in winter and spring for all K-5 students. Narratives detail progress on academic and non-academic goals
- Literacy assessments will be administered at the beginning of the year with formative assessments ongoing to monitor student progress regardless of scenario

## How to Get Help

|                            |  |
|----------------------------|--|
| PCCS Administration        | School Director: Simon Tyler <a href="mailto:styler@prairiecreek.org">styler@prairiecreek.org</a> 507 645 9640<br>Office Manager: Colleen Braucher <a href="mailto:cbraucher@prairiecreek.org">cbraucher@prairiecreek.org</a> 507 645 9640                             |
| Education Program Supports | Staff Directory on <a href="#">school website</a>  |
| Health Needs               | PCCS School Nurse: Connie Menssen <a href="mailto:cmenssen@prairiecreek.org">cmenssen@prairiecreek.org</a><br>PCCS School Psychologist: Michelle Flannery<br>Rice County Social Services family supports 507 332 6115<br>Dakota County Social Services family supports |

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| Technology Support<br>(devices, internet,<br>platform help) | Email: <a href="mailto:tech@prairiecreek.org">tech@prairiecreek.org</a><br>507 645 9640  |
| County COVID-19<br>Supports                                 | Contact your physician or county public health department<br>Dakota County Public Health 651 554 6100<br>Goodhue County Public Health 651 385 3200<br>Rice County Public Health 507 645 9576 |