



2020-21 Return to Learning Plan

Willmar Public Schools ISD #347

Community Education



WILLMAR COMMUNITY EDUCATION

Inspire. Engage. Learn.

Jefferson Learning Center
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TABLE OF CONTENTS

| | |
|---|----------|
| Welcome from Building Administrator..... | 3 |
| Parent Need-to-Know Information..... | 4 |
| Early Learning Programs..... | 5 |
| Adult Education Programs..... | 6 |
| Other Community Education Programs..... | 7 |
| Childcare Scenarios..... | 8 |
| Guidance..... | 8 |

WELCOME FROM BUILDING ADMINISTRATOR

Dear Community Members:

Since March 2020, society has operated in a very different place than previously. Teachers, parents, students, and staff were all called on to provide a Distance Learning program, with very little time to plan.

It has been a difficult time these past months for the Willmar community as we've worked to mitigate the COVID-19 pandemic that's become a worldwide phenomenon. We recognize the pressure that was put on families, students, and staff as we worked to develop systems and practices to best serve families in a Distance Learning model. As we move into the 2020-21 school year, we are confident that we'll provide quality learning while keeping students, staff, and families safe.

As you may already know, the Department of Health and the Department of Education have required school districts to have plans in place for the following three learning models. As per Governor Walz's Executive Order 20-82, school districts may need to switch from one learning model to another depending on the number of COVID-19 cases in Kandiyohi County over a 14-day period:

Scenario 1: In-Person learning model

Scenario 2: Hybrid learning model (with Social Distancing and Capacity Limits)

Scenario 3: Distance learning model

The Willmar School Board has recently approved an "in-person" learning plan for Pre-K-Grade 5, and a hybrid learning plan for Grades 6-12. At the Jefferson Learning Center, our early learning programs will start the year in an In-Person learning model while Adult Education will be in a Hybrid learning model. Community Education services, including Cardinal Place, enrichment classes, Driver's Education, and facility scheduling, will continue to operate. In all cases, the building will have in place a variety of COVID-19 accommodations designed to encourage safety.

Thank you for your continued support and partnership with us. Please let us know if you have any questions.



Scott Wallner
Community Education Director

PARENT NEED-TO-KNOW

1. COVID-19 Coordinator
 - a. The COVID-19 Co-Coordinators for the Jefferson Learning Center are Scott Wallner and Jodi Wambeke. A COVID-19 Health Paraprofessional will be hired.
 - b. The COVID-19 room, where students with symptoms will be housed, is Room 110A.
2. Face covering expectations - see District Policy
 - a. The [Governor's Executive Order 20-81](#), along with the School Board Policy #808 (see attached) will define the expectations for staff, students, visitors, parents, and other partners of Community Education.
 - b. Per MDE's Safe Learning Plan for 2020-2021, all students and staff will be provided with one cloth mask.
3. Building customers and participants restrictions
 - a. Building customers and participants are required to wear a mask from the time the walk-in to the time they leave the building. Exceptions are defined in the documents found in the Guidance section of this document.
4. Daily health checks for early childhood programs -- *Qualtrics*
 - a. Families and participants of early childhood programs are required to complete a daily screening for COVID-19 symptoms and agree to keep their child(ren) home if they are ill.
 - b. Each morning, families will receive an email or text message to be completed prior to their child coming to school. The link will help parents determine whether their child should stay home or come to school.
 - c. The name of the system being used for the daily health checks is called *Qualtrics*, an automated system that will allow parents and staff members to complete a health screening on a daily basis.
5. Daily health checks -- Community Education programs
 - a. Adult education participants will be screened onsite by staff.
6. Cleaning & Disinfecting
 - a. We will be following the Willmar Public Schools COVID-19 Cleaning/Disinfecting Procedures that have been developed over the summer. These are in compliance with MDE, MDH, and CDC requirements.

7. Social distancing definitions

- a. Social distancing guidelines will be followed as defined by the Centers for Disease Control and Prevention. This includes 6’ of space between persons, keeping students in pods, and other strategies.

EARLY LEARNING PROGRAMS

Jefferson Learning Center Preschool

| | In-Person/Hybrid | Distance Learning |
|-------------------------------|---|---|
| Health Screening Expectations | Qualtrics - an email or text will be sent to parents to complete screening on their child prior to coming to school. | |
| Daily Structure | Classrooms for Kids Together Preschool and ECFE at JLC have been sized to support hybrid learning from the beginning of the year to avoid disruption in classroom relationships. Class lists have been adjusted for sizes to meet Fire Marshal codes related to COVID-19 and MDE guidance. If we move into a hybrid model our Wednesday class will move to distance learning. | Learning from home. Changes and expectations for the adjustment to distance learning will be communicated. Expect the same content and pacing as in-person learning. Learning will be facilitated and led by licensed early childhood teachers and support staff. |
| Masks/PPE | We will follow the district policy and guidelines with masks and PPE (attach link). | Child learning will happen at home. If staff are on-site the district policy will be followed. |
| Arrival/Dismissal | Parents will drop child off and pick child up outside their designated door. A staff member will assist your child to and from their classroom. | Learning from home |
| Attendance | Will be taken daily by the classroom teacher. | Will be taken daily. If your child received a scholarship it is very important that the child attends during distance learning to maintain the scholarship. |

| | | |
|----------------------|--|--|
| Cleaning Procedures | WPS has put additional cleaning procedures and safeguards in place. | |
| Family Communication | We will begin the year with individual family conferences. Weekly communication from your child’s teacher. | We will begin the year with individual family conferences. Weekly communication from your child’s teacher. |
| Technology Use | | Google Classroom, Remind, Family tab in TS Gold. |

ADULT EDUCATION PROGRAMS

Adult Education Learning Plan- 2020-2021

1. In- Person Learning model
 - a. Adult Education will not return to in person only learning model during the 20-21 school year.

2. Hybrid Learning Model
 - a. Adult education will continue to offer our students free accounts and support on distance learning platforms 24 hours a week, 7 days a week. In addition, we will continue to offer Zoom classes Monday- Friday at various times of the day.
 - b. Student appointments will happen one day a week for an opportunity to build technical skills that support distance learning and to offer device distribution and support.

3. Distance Learning Model
 - a. Adult education will continue to offer students free accounts and support on distance learning platforms 24 hours a week, 7 days a week.
 - b. In addition, we will continue to offer Zoom classes Monday- Friday at various times of the day.

4. Daily health checks
 - a. Adult education participants will be screened onsite by staff.

5. Other COVID-19 Precautions
 - a. Adult education will follow all of the additional COVID-19 safety precautions as listed in the “Other Community Education Programs”, found on page 7. These include face covering expectations, social distancing, and hygiene.

OTHER COMMUNITY EDUCATION PROGRAMS

Other Community Education programs include Adult Enrichment, Youth Enrichment, Driver's Education, Aquatics, and Cardinal Place (school-age care).

1. Health screening expectations:
 - a. Staff, teachers, and participants are expected to do a health screening, including a temperature check, prior to coming to their Community Education facility.
2. Face coverings expectation
 - a. All staff and participants will follow the face covering School Board Policy (No. 808) along with the Governor's Executive Order 20-81.
3. Social distancing definitions
 - a. Social distancing guidelines will be followed as defined by the Centers for Disease Control and Prevention. This includes 6' of space between persons, keeping students in pods, and other strategies.
4. Hygiene-mention hand washing and hand sanitizers
 - a. Permanent hand sanitizers have been installed in all of the classrooms at Jefferson. Additional pump bottles of hand sanitizer are available in the Community Education office.
5. COVID-19 Plans (for copies of the plans, please contact Amanda Raetzman at raetzmana@willmar.k12.mn.us)
 - a. All groups and organizations using school district facilities must follow the *COVID-19 Preparedness Plan for Community Education Facility Use*.
 - b. All Driver's Education classes and programs will follow the *COVID-19 Preparation Plan for Driver's Education*.
 - c. All Aquatics classes and programs will follow the *COVID-19 Preparation Plan for Aquatics*.
6. How Students with Covid symptoms will be managed while on-site
 - a. Jefferson Learning Center has designated Room 110A as a COVID-19 room. Students with COVID symptoms will be sheltered here.
 - b. MDH's Decision Tree for People with COVID-19 Symptoms will help guide next steps.
7. Distance Learning Plans

- a. Some Community Education classes may be offered online depending on state and federal guidelines, staffing, funding, and community interest.

CHILDCARE SCENARIOS

1. Childcare will be available through the district's Cardinal Place program, managed by Community Education.
 - a. In-person -- a fee-based program will be available before and after school.
 - b. Hybrid -- A fee based program will be available before and after school. Childcare is available at no charge for Tier I critical care workers on distance learning days during the regular school hours.
 - c. Distance -- A fee based program will be available before and after school. Childcare is available at no charge for Tier I critical care workers on distance learning days during the regular school hours.

GUIDANCE

A multitude of state and federal agencies have continued to provide COVID-19 guidance to schools as the pandemic has continued. The guidance documents used to develop this Return to Learning Plan are available below.

Minnesota Department of Health

- [2021 Planning Guide for Schools](#)
- [Reopening of Public Swimming Pool and Aquatic Facilities](#)
- [COVID-19 Sports Guidance for Youth and Adults](#)
- [COVID-19 Prevention Guidance for Youth and Student Programs](#)
- [Decision Tree fo People with COVID-19 symptoms](#)

Governor Walz's Office

- [Executive Order 20-81 \(Face Coverings\)](#)
- [Executive Order 20-82 \(Safe Learning Environment 2020-21\)](#)
- [Safe Learning Plan for 2020-21](#)

Minnesota Department of Education

- [Early Care and Education Guidance and FAQ for the 2020-21 School Year](#)
- [School-Age Care Guidance and FAQ for the 2020-21 School Year](#)

Willmar Public Schools

- Face Mask Policy (see below)

Willmar Public Schools Face Mask Policy

Adopted: 8-10-2020

808 COVID-19 FACE COVERING POLICY

[Note: The Governor’s Emergency Executive Order 20-81 generally requires Minnesotans to wear a face covering in certain settings and circumstances, including in various school settings. Emergency Executive Order 20-82 states that all Minnesota public schools must adhere to parameters determined by Minnesota Department of Health (“MDH”) in implementing or shifting between in-person learning, hybrid learning and distance learning. MDH’s Safe Learning Plan for 2020-21 and the 2020-2021 Planning Guide for Schools requires school district and charter schools to develop and implement a face covering policy that is clearly posted and communicated to students, staff, families, and potential visitors to the school building. The provisions of this policy substantially reflect the requirements of the 2020-2021 Planning Guide for Schools, Executive Order 20-81, and Executive Order 20-82.]

I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) present on school property to wear face coverings in classrooms, preschool, child care settings and other indoor areas, as well as outdoor areas where a physical distance of 6 feet cannot be maintained between persons, in order to minimize exposure to COVID-19.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to comply with Executive Order 20-81, Executive Order 20-82, and applicable face covering requirements from the Minnesota Department of Health and the Minnesota Department of Education.
- B. Face coverings are meant to protect other people in case the wearer does not know they are infected.
- C. Unless an exception described in Part IV below applies, all students, staff, and other people present indoors in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering.
- D. A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to wear a face covering, unless an enumerated exception applies.

III. DEFINITION OF FACE COVERING

- A. A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. The following are included in the definition of face covering:
 - 1. Paper or disposable mask;
 - 2. Cloth face mask;
 - 3. Scarf;
 - 4. Neck gaiter;
 - 5. Bandana;
 - 6. Religious face covering; and
 - 7. Medical-grade masks and respirators

- B. A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.

- C. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow exhaled droplets to be released into the air.

IV. EXCEPTIONS AND ALTERNATIVES; TEMPORARY REMOVAL OF FACE COVERING

- A. Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

- B. A face shield may be used as an alternative to a face covering in the following situations:
 - 1. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
 - 2. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
 - 3. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
 - 4. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.

- C. Staff, students, and other people present in school buildings or in district offices may temporarily remove their face covering or face shield in the following situations:

1. When engaging in classes or activities conducted outdoors, though people participating in these activities should maintain six feet of distance to the extent possible;
2. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities should maintain six feet of distance to the extent possible;
3. During activities, such as swimming or showering, where the face covering will get wet;
4. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
5. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
6. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
7. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain six feet of distance to the extent possible;
8. When required by school staff for the purposes of identification;
9. Staff working alone in their offices, classrooms, vehicles, or job locations that have no person-to-person interaction;
10. Staff working in communal spaces that have barriers such as Plexiglas or cubicle walls between employees that are above face level; or
11. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

V. IMPLEMENTATION

- A. This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B. The school district will provide face coverings and/or face shields to employees and students. Employees and students may choose to wear their own face covering as long as it covers the nose and mouth. To the extent practicable, the school district will maintain an extra supply of face coverings for people who forget to bring their face covering.
- C. The school district will teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- D. Individuals who cannot tolerate a face covering due to a medical condition or disability related condition may be permitted to utilize alternative options such as a face shield or

other reasonable accommodation. The Superintendent or designee shall have discretion to determine whether an employee, parent, or community member qualifies for a reasonable accommodation and the accommodation to be provided. For a student with a medical condition or disability, the student's education team (i.e. IEP team, Section 504 team, health plan team) will determine whether the student qualifies for a reasonable accommodation and the accommodation to be provided. As a condition to granting a reasonable accommodation, the school district may require an individual to provide a physician's note and/or other relevant information or with respect to the condition or circumstance. Requests for reasonable accommodations from the face covering requirement shall be assessed on a case-by-case basis in accordance with applicable federal and state law.

- E. All face coverings shall meet the requirements of applicable dress code policies and/or codes of conduct. To the extent the face covering requirements of this policy conflict with MSBA Model Policy 504 – Student Dress and Appearance, this Policy shall control.
- F. The school district will make available distance learning to its enrolled students who may be medically vulnerable or otherwise unwilling to return to in-person or hybrid learning.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A. In order to promote the health and safety of employees, students and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B. Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to and including the termination of employment.
- C. Students who fail or refuse to comply with this policy may be subject to discipline or removal from school property. Students unwilling to participate in in-person or hybrid learning in compliance with this policy will be offered distance learning.
- D. The school district may, in its discretion, report violators of this policy to law enforcement. Any individual who willfully violates Emergency Executive Order 20-81 or 20-82 is guilty of a petty misdemeanor and upon conviction must be punished by a fine not to exceed \$100. (NOTE: This does not apply to: (1) children younger than 14 years old; or (2) students 14 years old and older who are enrolled in a school identified in Paragraph 12 of Emergency Executive Order 20-81, and who are on the premises of the school for educational purposes).

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Legal References: Emergency Executive Order 20-81
 Emergency Executive Order 20-82
 Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
 Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)

MSBA/MASA Model Policy 504 (Student Dress and Appearance)