

Montpelier School  
Return to In-person Instruction and  
Continuity of Services Plan



Montpelier Public School

Montpelier School Board approved June 14, 2021  
Updated: August 16, 2021 December 8, 2021

Montpelier School Family,

Montpelier School, along with our entire nation, has been dealing with the COVID-19 pandemic since March of 2019. Thank you to the students, parents, and staff that persevered and adapted to the method of education occurred during this challenging time.

The challenge we now have is for us is for our school to continue serving our students in our ever-changing environment. We understand that COVID-19 will still be a factor in the future and we must be flexible and ready to adapt to meet the needs of our students.

The school utilized a hybrid schedule of in-person instruction four days a week for the first three quarters of the school year and then every day the last quarter. We believe that in-person instruction is best for students' academic and social and emotional well-being. However, we must consider the possible health and safety risks of the COVID-19 virus.

The Return to In-person Instruction and Continuity of Services Plan addresses both the academic and health and safety aspects to ensure the education of our students. The plan utilizes various aspects of the previous Distance Learning Plan and the Health and Safety plan developed by stakeholders. The plan has been updated and will continue to be reviewed at least every six months or as needed.

We understand that this is a living document and may need adjustments over time. We are committed to creating a safe learning environment for students and staff while continuing the education process. You are encouraged to review this plan and to contact Superintendent Waagen with any questions or comments. Please call Mr. Waagen at the school (701) 489-3348 or email him directly at [jerry.waagen@k12.nd.us](mailto:jerry.waagen@k12.nd.us).

Sincerely,

Mr. Jerry Waagen  
Superintendent

Mr. Tony Roorda  
Montpelier School Board President

# Assumptions & Assurances

## Montpelier 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

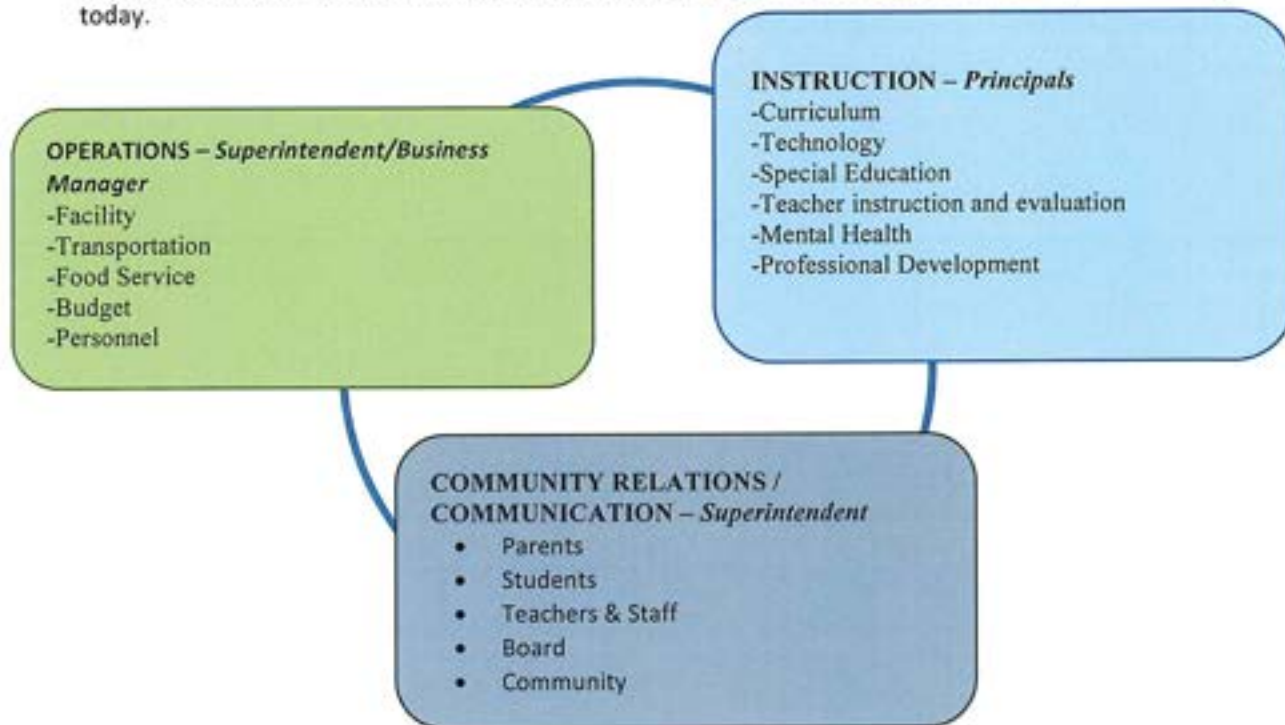
The Montpelier School's Return to Learning Plan was crafted and reviewed by a team consisting of the following

- Educators
- Custodial Staff
- Parents
- Food Service
- Central Valley Health
- Secretary
- School Board Member
- School Principals
- Bus Driver

Input was gathered by various means to allow for a wide range of input, while maintaining social distancing.

## COVID-19 Response Team & Coordinator

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.



The 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. Coordinators will make themselves available to the NDDoH 24 hours a day / 7 days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The coordinator will be report cases of COVID-19, found in the school setting, to health officials and the State Superintendent's office.



Superintendent Waagen will assume the role of building level coordinator at Montpelier School. If the coordinator is unable to be reached the secondary contact will be Principal Hannasch. The coordinator will communicate to stakeholders possible COVID-19 exposure and actions to be taken by the school.

# Guidance for School Building Closures

Montpelier Public School will make determination on school closure following the guidance provided by the North Dakota Department of Health and Central Valley Health in Stutsman County. The length of school closure will be based upon guidance provided.

## Instructional Models

The instructional models used by the district will be guided, in part, by the risk level of COVID-19 as determined by Central Valley Health. 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**

Most 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.

## 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 (NDDoH) - <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 will be without risk as it relates to COVID-19. The virus may 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, will 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.
- If soap and water are not available, use hand sanitizer that contains at least 60% alcohol.
- 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 to 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.
- Seating on buses will be designed to provide adequate social distancing although this may not always be possible.
- Visitors to the school will be limited to lobby/office area. No guests will be allowed to eat meals with students until further notice.

### Cover coughs and sneezes

- 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 (i.e. door knobs, light switches, handrails) daily.
- Shared materials (not recommended) should be cleaned.
- Classrooms will be cleaned nightly by custodial staff.



### Wearing of masks protocol

- If advised by the Montpelier School Board for students and staff to wear masks due to increased virus activity individuals are to wear masks when unable to socially distance.
- Educators need to teach students how to properly wear a face covering 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.
- Wearing of face coverings will be encouraged.



### COVID-19 PPE Guidance- when mask wearing advised

*(Minimum expectations)*

STAFF	PPE
All staff (other than what is outlined)	Encouraged to wear cloth face coverings Encouraged to wear face coverings on school transportation (bus)
All Students	Encouraged to wear cloth face coverings <b>when social distancing not possible.</b> Availability- required to have a mask while at school Encouraged to wear face coverings if using school transportation (bus)
Public facing staff (i.e. receptionists/clerical) unless plexiglass partition is in place.	Encouraged to wear face coverings.
Staff caring for / instructing a student in a small space – small group.	Building administrators and the school board in consultation with educators will determine if face coverings or face shield are <b>encouraged</b> . This may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room.



### Monitor your health daily

- Be alert for symptoms. Watch for a fever, 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.

# 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. Montpelier School will take the following measures to ensure all students and staff are healthy while they are at school.

### *Identifying Students & Staff at Higher Risk*

- Back to School and enrollment processes will include questions asking families to identify if their child is at-risk, based on a health professionals' diagnosis. This information will be provided to the COVID-19 Coordinator who will contact the family and discuss instructional model options.
- The COVID-19 Coordinator will inquire of all employees if they are at-risk, based on a health professionals' diagnosis. **School employees are considered essential workers.** The superintendent and the employee will coordinate adjustments to the work schedule or workplace.
- When the NDDoH or Central Valley Health inform the district of a student or staff member that is COVID-19 positive that information will be passed on to the superintendent and business manager 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.
- Montpelier School will follow isolation and quarantine guidelines and directives as set by NDDOH and Central Valley Health.

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

- Student
  - Direct / escort the child to the office.
  - Students will have their temperature taken. If fever is present they will be required to go home.
  - The child shall be provided a facial covering and isolated in the building sick room.
  - Parent / guardian will be contacted to pick up their child.
- Staff
  - Inform your supervisor immediately and wear a face mask / shield until they can be replaced if supervising students at that time.
  - Leave the school building/grounds and consult with a health care professional.



### *Return to School*

- When a student or staff member has been isolated or quarantined as directed by NDDoH or Central Valley Health the [decision tree](#) will be used by the NDDoH to determine when the individual may return to school.

### **COVID in the Schools – contracting and tracing process- subject to change**

- 1) Masks will be recommended on all school property (inside and outside)
- 2) Confirmed positive COVID-19 cases will be isolated outside of school following local/state health requirements. Household contacts of positive COVID-19 students and staff will be required to quarantine unless they have been vaccinated and are symptom free.
- 3) Contact tracing will not be conducted.
- 4) Close contacts will not be required to quarantine but will be asked to self-monitor for COVID symptoms.
- 5) An email communication will be sent to all parents/guardians of students if a positive case has been identified in the school.
- 6) Hand-hygiene, sick stay home, and other general good health habits will be encouraged.

### **Screening and Vaccinations**

**Screening-** Staff members will have the opportunity to voluntarily participate in rapid testing screening provided by trained school personnel. Students and staff will also be encouraged to participate in screenings provided by Central Valley Health or other health care providers if possible presence of the virus.

**Vaccinations-** Staff will be made aware of vaccination opportunities provided at the school that may voluntarily participate in. Parents will be provided information regarding vaccination clinic opportunities available for their children.

### **Facility Accommodations & Protocols- the school will continue to monitor and follow CDC and NDDoH guidelines.**

**Signs-** Signs reminding people of proper safety protocol will placed throughout the building.

**Bathrooms-** Only two students will be allowed to use restroom facilities at a time. Proper handwashing will be monitored. A schedule will be created for elementary classes to minimize exposure of students in other classes.

**Hallway passing-** Students will move down the right side of hallways and will be encouraged to wear face coverings during passage.

Students and staff are to respect and follow social distancing at all times when possible.

**Classrooms-** Classrooms will be set up to maximize social distancing while still be conducive to instruction. Hand sanitizer will be readily available in all classrooms.

**Recess-** The elementary staff will create a schedule and process to mitigate the risk of COVID-19 exposure.  
**Drinking fountains-** students are not to use drinking fountains but may use water bottles that may be filled using the bottle filler at the drinking fountain.

## Social, Emotional, and Behavioral

- Resources will be provided to staff, parents, and students to help them deal with trauma associated with COVID-19 events.
- Staff will report to administration students who may be experiencing trauma due to the circumstances related to COVID-19 so proper resources can be provided to the teacher and/or parent.
- Positive relationships with students and staff will be fostered throughout the school year.

## Transportation

- All students are encouraged to properly wear face coverings while on the bus.
- If students will be riding a bus that is not their regular route bus parents must call or provide a note by 3:00 of the same day.
- When multiple buses arrive at the same time students will be released from the bus closest to the main door first. Trailing buses will release their riders in the order they are parked.
- At end of the school day elementary students will be released using a schedule to minimize the number of students in the hallways and entering buses at a time.

# Appendix

The page is decorated with several green, stylized virus icons of varying sizes scattered around the central text.

# BEFORE SCHOOL!

Parents are asked to review this daily health checklist by answering these questions before sending their child to school.  
(Parents do not need to send the questionnaire to school)

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Has your child had close contact with a confirmed case of COVID-19 in the past 14 days?  
Yes \_\_\_ No \_\_\_

Does your child have a new or worsening shortness of breath?  
Yes \_\_\_ No \_\_\_

Does your child have new or worsening cough?  
Yes \_\_\_ No \_\_\_

Does your child have a fever of 100.3 or greater?  
Yes \_\_\_ No \_\_\_

Does your child have chills?  
Yes \_\_\_ No \_\_\_

Does your child have a sore throat?  
Yes \_\_\_ No \_\_\_

Does your child have a new loss of taste or smell?  
Yes \_\_\_ No \_\_\_



If **YES** to any of the questions **STOP!**

Do not send your child to school. Contact your healthcare provider. Contact your child's school to inform them of your child's absence.



If you are able to answer **NO** to all questions, go to school.

## COVID-19: What's the Difference Between Physical Distancing, Quarantine and Isolation?

	PHYSICAL DISTANCING	QUARANTINE	ISOLATION
<b>Who is it for?</b>	People who haven't been exposed to the virus or are not aware of exposure to the virus.	People who don't currently have symptoms of the virus but were exposed to the virus.	People who are already sick from the virus.
<b>What is it?</b>	A precautionary measure used to help prevent the spread of the virus.	A prevention strategy used to monitor people who were exposed to the virus for a period of time to see if they become ill.	A prevention strategy used to separate people who are sick with the virus from healthy people.
<b>Where does it take place?</b>	Takes place outside the home in public places like grocery stores and work environments.	Takes place in a home setting.	Can take place in a home when medical attention is not required. Takes place in a hospital when medical care is required.
<b>When do I use it?</b>	At all times until further directed by the ND Department of Health.	If you have known exposure to the virus.	If you have tested positive or have symptoms and have not yet obtained a test.
<b>How long is it for?</b>	<p>At all times until further directed by the ND Department of Health.</p> <p>Fully vaccinated individuals may</p> <ul style="list-style-type: none"> <li>• Visit with other fully vaccinated individuals without masks or physical distancing.</li> <li>• Visit with unvaccinated people (including children) from a single household who are at low risk for severe COVID-19 disease indoors without wearing masks or physical distancing</li> <li>• Participate in outdoor activities and recreation without a mask, except in certain crowded settings and venues</li> <li>• For a complete list of recommendations, click <a href="#">here</a>.</li> </ul>	<p>14 days after your last exposure.</p> <ul style="list-style-type: none"> <li>• If you remain symptom-free, you may reduce your quarantine period from 14 days to 10 days.</li> <li>• If you receive a negative result from a viral COVID-19 test (PCR or rapid antigen), you can reduce your quarantine to seven days if you remain asymptomatic. (The negative test must take place on day 5 or later. You must continue to quarantine while awaiting test results).</li> </ul> <p><i>Vaccinated individuals can be exempted from quarantine if they meet <b>ALL</b> the following criteria:</i></p> <ul style="list-style-type: none"> <li>• <i>Are fully vaccinated (i.e. ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine).</i></li> <li>• <i>Have remained asymptomatic since the current COVID-19 exposure.</i></li> <li>• <i>The CDC recommends that fully vaccinated individuals who remain symptom-free do not need to quarantine,</i></li> </ul>	<p>A minimum of 10 days from the beginning of symptoms and 24 hours after your fever is gone without the use of fever-reducing medicine and other symptoms have significantly improved.</p>

		<p><i>but should get tested for COVID-19 5-7 days following an exposure and wear a mask in public indoor settings for 14 days or until they receive a negative test result.</i></p> <p>After stopping quarantine, you should:</p> <ul style="list-style-type: none"> <li>• Watch for symptoms until 14 days after exposure.</li> <li>• If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.</li> <li>• Wear a mask, stay at least 6 feet from others, wash your hands, avoid crowds, and take other steps to prevent the spread of COVID-19.</li> </ul>	
<p><b>What does this mean for my daily life?</b></p>	<ul style="list-style-type: none"> <li>• Avoid large gatherings.</li> <li>• Stay 6-feet away from people.</li> <li>• If you are unable to stay 6-feet away from other people, wear a cloth face covering.</li> <li>• Call or video-chat with friends or loved ones, particularly those that are elderly or have underlying health conditions that places them at high-risk.</li> <li>• If possible, work from home.</li> <li>• Practice good hygiene and avoid shaking hands or touching your face.</li> <li>• If you become ill and need medical attention, call your health care provider.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay at home and avoid close contact with others.</li> <li>• Do not attend school, work or any other setting where you cannot maintain a 6-foot distance from other people.</li> <li>• Call or video-chat loved ones.</li> <li>• For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service.</li> <li>• Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often.</li> <li>• Monitor your symptoms. If you become ill and need medical attention, call your health care provider.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not leave your home unless it is in an emergency. If you are in a home with others, stay in a "sick" room by yourself and, if possible, do not share a bathroom.</li> <li>• If you have a pet and live with others, do not touch your pet.</li> <li>• For food, medication and other necessities, obtain through friends or family, or use a contactless delivery service. Try to stock up for the duration of the isolation.</li> <li>• Practice standard hygiene and precautionary measures like not sharing household items, washing your hands, and cleaning frequently touched surfaces often.</li> <li>• If a caregiver cleans your room or bathroom, they should wear a mask and wait as long as possible after you've used the bathroom.</li> <li>• Contact your health care provider immediately if you experience severe symptoms.</li> </ul>