
Student Pandemic Preparedness

PREPARED BY HAND IN HAND CHRISTIAN MONTESSORI
2020-2021 SCHOOL YEAR – WAYZATA

Hand in Hand Christian Montessori

Pandemic Preparedness Reopening and Operating

2020-2021 School Year

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Pandemic Preparedness Procedures

Intent

One of the main concerns in pandemic preparedness is to provide a structure that limits exposure risk and slows the spread of a virus. Our current protocols create a classroom “bubble” of students. Each cohort of classroom students will remain together from the time they enter the classroom until picked up by parents with minimal interaction between students from other classrooms during the day. This includes, but is not limited to, staggered lunch times and recess, class activities being more specific to classroom involvement and fewer sustained interactions between classrooms. This structure also enables us to trace interactions more effectively in the event of an exposure.

Possible COVID-19 Scenarios

The State of Minnesota has classified *daycare* facilities as critical to the state infrastructure and therefore the infant/toddler portion of our program does not plan for closure except in certain situations where a classroom may need extra cleaning or care after a positive COVID case. These situations will be determined on a case by case basis and will be clearly communicated with time frame and procedures in writing.

For our *elementary* program, the Minnesota Department of Health has directed schools to be prepared for 3 scenarios.

- **Scenario 1--In person schooling**, which is primarily what this plan addresses.
- **Scenario 2--Hybrid**. This can be implemented if metrics in the local, regional or statewide level require it. OR if our school has clusters of cases. OR if there are clusters of cases in an individual classroom. HIH will report positive cases to the MN Dept of Health, who will then advise us on next steps.
 - In a hybrid scenario, 6 ft of strict physical distancing must be in place for students/staff at all times. This can lead to mandated reduced occupancy of classrooms or classroom closures for the recommended duration. The way HIHCM would handle a hybrid scenario depends on the classrooms affected and recommendations. Our students ages 0-6 have different requirements, falling under *licensed child care guidelines vs K-12 recommendations*.
- **Scenario 3--Distance learning only**. At HIH, we also use the phrase, "modified educational option." Again, this can be implemented at a local, regional or statewide level OR in a classroom or school if there are clusters of outbreak.

We will implement these scenarios or a combination of these scenarios if situations call for them or directives from local officials require it. It is our intent that education be as uninterrupted as possible given the current situations we find ourselves in and have done our best to plan for each of these scenarios.

Health Screening and Travel

Daily Health Screening

Staff will be required to complete a digital daily health screening from their phone or home computer before being admitted into the school building. Children will be screened at the door before entering the building. This will include screening for the following—

For 1 or more **Common Symptom(s)**--

- Fever (chills, sweats) -- 100.4°F is the technical definition; if child is warmer than his/her normal baseline and is behaving differently, child should remain at home
- New or worsening of a previous cough
- Shortness of breath
- Loss of sense of smell or taste

For 2 or more **Less Common Symptoms**--

- New Sore throat
- Headache
- Muscle aches
- New or worsening nasal congestion or runny nose
- Hoarse voice
- Diarrhea
- Nausea or vomiting
- Unusual fatigue

If students or staff answer “yes” to any of the above that are out of the ordinary for them, they should not attend Hand in Hand.

Staff and students who have a parent, spouse, sibling or child with a recent positive diagnosis of COVID-19 or COVID-19 symptoms within the past 10 days or staff and students awaiting a result from a COVID-19 test will also be asked to remain home.

Please note that students who have vomited within the past 24 hours are asked to stay home under the umbrella of general health practices at HIHCM.

A child with chronic stable cough, sneeze, runny nose or nasal congestion that is unchanged and clearly linked to a known medical condition such as asthma or allergies may still enter the building. Changing or worsening of chronic symptoms requires isolation and the input of a health care provider.

Travel guidelines and courtesy

There is a higher risk of COVID-19 with airline travel if not physically distanced 6 ft on the airplane. If you or your student travels by airplane and afterwards, is notified of a COVID-19 exposure with the recommendation to be tested and self-quarantine, HIH asks that you heed this guideline.

Currently, Minnesota does not require travelers who have returned from another state to quarantine. We are asking families to self-monitor--if you are planning to engage in indoor public activities or increased amounts of higher contact activities due to traveling or

vacationing, (restaurants, bus/tram travel, amusement parks, etc.) please consider planning your vacations to allow for quarantining upon return.

Travel restrictions and guidelines will be updated as information changes.

Drop off & Pick up Procedures—West Campus

Morning Drop Off and Classroom Entry

After entering the parking garage, parents may bring children to the Hand in Hand breezeway for drop off remembering that a face covering is required for the guardian. Please note dots on floor for physical spacing courtesy. Each student will be greeted by a staff member who will complete a brief health screening before drop off. Once the health screening has been completed, children will be dismissed by that staff member to enter the building. Children will sanitize their hands before entering the building and will then wash hands upon entering the classroom after they have put all personal belongings away.

NIDO/CASA Drop Off

Staff from NIDO and CASA will be prepared to receive students and help with receiving little ones as they come in.

Infant: Guardian will hand off infant to staff in the breezeway.

Toddler: Guardian will release child into the care of attending staff member and will walk to their classroom.

Late arrivals

Guardians can ring the doorbell outside the main entrance to be greeted at the door.

Difficult drop-offs

We recognize that there are a variety of needs and situations that can occur. Some difficulty in drop off is normal for the first few weeks. Should it be determined that more engagement is needed, we will have guardians and the child's teacher determine what is best for the child on a case by case basis.

Guardian/Parent Entry into the environment

See below under *Parent Visitors* (pg. 8) for specific guidelines.

Supervision/escort to classrooms

Infants and Toddlers will be taken directly to their classrooms. CASA students will go directly to their classrooms to be greeted by their teachers.

Entering the Classroom - Beginning the Day

Children will put away belongings in their assigned spaces, put on their classroom shoes and prepare for their school day before entering the classroom. Children will be greeted as they arrive by their teacher with a modified, no-touch greeting before entering the classroom and not remain in the hallways. All children, Toddler through elementary, will wash their hands as soon as they enter the classroom.

Pick up - Mid Day and After School

Children will be brought to the front door by a staff member upon arrival by guardian or another adult approved for pick up.

School Age Children

TBD

NIDO Pick up

Guardians should ring the doorbell when they arrive and a staff member will retrieve their child/children. Please use the floor dots in respecting physical distancing. Guardians should wear a mask during the hand off to honor our staff preferences. Staff members will also be wearing a mask or shield during that hand off time.

Midday pickups

Guardian should call the office and then ring the doorbell upon arrival. Child will be released to guardian at the main doors.

Mid-day pickups due to illness

If a child becomes ill during the school day the following steps will be taken:

- Child will be isolated from other children while still being directly supervised by staff member
- Child (older than 2) will be asked to wear a mask until they can be picked up (see below)
- Guardian will be notified and can ring doorbell upon arrival.

Non-Guardian parties picking up

Anyone picking up students will be required to have their name on our approved pick up list. This list can be updated at any time via a quick email to tess@hihcm.org. Individuals who are not guardians of the child and are picking up will need identification before any child will be released to them.

Drop off etiquette

As a reminder, Guardians are asked to fill out the health screening for their child/ren before arriving at school via the link provided. If the health screening is forgotten, guardians will be asked to step to the side of the drop off line to fill out the form before dropping off their student/s.

School Events and Activities

All extra-curricular events and activities that would require interactions between classes are being re-evaluated and adapted to meet the recommendations of the CDC and Health Department. All in-person Family events and campus-wide events are postponed until December. More information will be sent regarding specific online gatherings as we modify the schedule.

Belongings Management

Each child will need to bring some things with them each day, but our goal is to minimize the number of things going back and forth between home and school. With that in mind we would ask guardians and children to evaluate, aside from the lists below, what are the “must haves” and what are the “nice to haves”. We would ask that all “nice to have” items be left at home including personal toys. The only exception to this would be something that might help a student to acclimate into their day and these exceptions should be a conversation with the child’s teacher prior to the first day in the classroom.

Belonging Management to/from car to class

Children will be instructed to touch only their things. All personal items will have a place to be stored during the day.

Back and Forth vs Leave at School by age level

NIDO

Will be given guidelines during intake interview

CASA

Back and Forth

- Tote Bag for special work and napping blanket to be brought home in
- Daily backpack, if needed
- Winter clothing bag – when applicable

Left at school

- Classroom shoes/slippers
- Extra set of clothes
- Cot Sheets

Elementary

Back and Forth

- Backpack/tote bag
- Lunch box
- Personal mask or shield
- Water bottles – will be kept in personal cubby away from other student’s water bottles. We would ask that parents purchase water bottles that do not require a student to touch the mouthpiece to open or close them.
- Winter clothing bag – when applicable

Left at School

- Classroom shoes
- Extra fitted cloth or disposable mask in the event of midday symptoms (even children with exemption)
- Personal school supplies – all students will have their own pens/pencils/markers/supplies in a pencil bag/box to be used only by them

Children will bring all personal supplies at the beginning of the year and all supplies will be returned at the end of the year. Please check with classroom teacher before bringing additional supplies into the classroom for projects.

Children may take projects home to work on them, but we ask that no classroom materials go home with the student for the project.

Guardians are asked to take special precautions to wash water bottles each day as able.

Health Practices

Physical Distancing

We are using our space and being intentional about daily classroom schedules to limit exposure risk. Our current protocols create a classroom “bubble” of students. Guardians will be dropping symptom-free children off curbside. (Children in our 0-6 age programming are escorted by staff to the classroom and remain supervised after parent drop-off). Each cohort of classroom students will remain together from the time they enter the classroom until picked up by parents with minimal interaction between students and staff from other classrooms during the day. This includes, but is not limited to, staggered lunch times and recess, class activities being more specific to classroom involvement and minimal interactions between classrooms coming and going. Using the cohort model and specific work stations provided within the Montessori classroom, children will be free to move about and interact with their peers.

Cough and sneeze etiquette

These guidelines will be taught and practiced in the classroom and we ask families to reinforce them at home --

- Children and staff will practice covering coughs and sneezes with a tissue. The used tissues will be thrown in the garbage and hands will be washed or individual will use an alcohol-based hand rub immediately.
- If a tissue is not available, we will practice coughing and sneezing into elbows, not hands.
- Children will be coached to avoid touching eyes, nose and mouth. If a child needs to touch their face, wash hands before and after.

Handwashing and sanitizing

Children will be using the classroom or bathrooms sinks for hand washing or hand sanitizing during the following times:

- When entering or exiting the classroom
- Before and after food preparation
- Before and after eating
- After using the bathroom
- After coughing, sneezing or using a tissue
- After handling garbage
- Before and between using shared classroom materials
- At other regularly scheduled intervals depending on the needs of the classroom

We recognize that skin integrity is also critical to a child’s health and will be monitoring this. If a child has a sensitivity or skin reactions to hand sanitizer, soap and water are available. Families can reach out to the classroom teacher if the student has sensitivities or skin reactions to the soap provided by the school.

Masks and Shields

The Governor of Minnesota has issued Executive Order 20-81 that all students grades K-12 wear a face covering indoors during school hours. Our kindergarten aged students are exempt from this requirement because they are part of our licensed program and are under the guidance of the MN Dept of Human Services. In CASA, masks are optional. Students in our Elementary program should wear a mask or face covering if they can comfortably do so.

A mask should cover the nose and mouth completely. It should be comfortable and loose enough to breathe freely, while tight enough to stay secure, and a child should be able to wear it without frequently touching it or removing it. Allowable face coverings include: a paper or disposable mask; a cloth face mask; a scarf or a bandana and should be brought to school daily and washed or changed at home daily. Families with a student who is not able to comfortably wear a mask should provide HH with a written notice of exemption – please ask to see face covering exemption policy for specific details. Face shields may be an option for students in E1 and E2 when wearing a face mask is challenging or inhibits learning. Face shields may be stored at school and cleaned at the end of the day.

Additionally, each family in CASA, E1 or E2 should provide their student(s) with an additional cloth or disposable mask that fits well to be stored in their cubby in a labeled plastic bag. If a child starts showing symptoms of illness at school, they will be asked to wear the mask while isolated from other children.

When a non-medical mask is used, we will encourage the following--

- Hands should be cleaned before and after putting the mask on and taking it off.
- Avoid touching the mask once it is put on.
- Families should provide a washable bag or baggie to store the mask in when it needs to be removed (during lunch, for example).

Staff will be asked to wear a shield allowing for expression and facial recognition during teaching and may also wear a mask at times they determine it to be necessary.

We believe it is important to respect individual needs and treat children who either choose to wear or are not able to wear a mask with respect. This message will be reinforced by Staff on a regular basis.

Masks may not be used for children under two years of age.

Cleaning and Disinfecting

Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface. Disinfecting refers to using chemicals to kill germs on surfaces. This is most effective after surfaces are cleaned. Both steps are important to reduce the spread of infection.

Our Melaleuca cleaning products are approved for use by the FDA for COVID-19. Alternative products may be used based on availability and need. We are committed to using safe and effective cleaning procedures that help our school and our children flourish. Guardians, upon request, may see a list of cleaning products used should they have concerns

Classroom cleaning protocols will be posted in each classroom and followed daily.

Surfaces and objects touched most frequently will be disinfected at least once a day, or more if needed.

HHCM staff are exploring different options for minimizing exposure risk with shared materials. We will be incorporating more frequent hand washing and hand sanitizing throughout the school day. Materials protocols will be managed based on the developmental needs of the children in each classroom (ex: our toddlers will have different protocols than E2 students).

Additional cleaning will occur if a staff or child has been identified to be symptomatic and additional procedures will be followed based on the most current agency guidelines.

Classrooms will be “aired out” at the end of each school day.

School Lunches

Lunches will be served by a server who is gloved and masked and meals will be individually proportioned and sent to each classroom. Strict cleaning, health and food safety protocols are followed for the kitchen on a regular basis throughout the day and by all kitchen staff.

Bathrooms and Water Fountains

Disposable cups will be available upon request for children who forgot their water bottles. Children will wash hands before leaving the classroom and wash hands immediately upon entering the classroom for bathroom or water fountain use. Bathrooms and water fountains will be cleaned regularly to limit germ spread.

Essential Visitors

Essential services will be permitted into the facility including, but not limited to essential external program providers (i.e. licensing officers, public health officers, etc.), delivery personnel and maintenance workers. We require that any essential visitor who will be in the building or classroom area longer than 10 minutes during the school day complete a health screening and wear a mask. We will not admit anyone into the building if they exhibit signs of illness – COVID-19 related or other.

Parent Visitors

We ask that guardians/parents wear a mask each time they enter the building and complete a health screening if in the building longer than 10 minutes or entering a classroom area during the school day. The screening will be the same as completed by students and may be completed at the front desk. All visitors to the building must be symptom free from any illness including COVID-19

Presentation of Illness in the Classroom (including symptoms of COVID-19)

Students

With the presentation of 1 common or 2 less common symptoms of COVID-19 (or any symptom, like vomiting, that would already preclude child from the classroom with our general health policies), the child will be removed from the classroom and guardians will be

contacted. A staff person will stay with an unwell child, away from other children and staff. Children will remain under the supervision of staff until their parents pick them up.

Parents and guardians should be aware that they will need to pick up their child promptly and contact their health care provider for an assessment if notified that their child has developed symptoms.

If a student begins to exhibit signs of illness, parents will be asked to reach out to their health care providers for whether or not a COVID-19 test is recommended. If yes, household members will also be asked to leave the classroom for the remainder of the day and remain home until the results of the COVID-19 test are known.

Students can return to the classroom if the health care provider determines that no COVID-19 test is needed when symptoms resolve. Symptom-free household members are welcome to participate in school. Please email healthoffice@hihcm.org to communicate the health care provider's advice with the health office.

If students are tested and are negative for COVID-19, then they can return to HIH once their symptoms resolve with evidence of 1 negative test.

If a student has a positive test, the student will follow public health protocols for returning to the classroom. The current recommendation is to stay home at least 10 days since symptoms first appeared AND until no fever for 24 hours without medication AND improvement of other symptoms. Household members should also remain off campus.

A decision tree for guidance about navigating COVID in schools is offered by the MN Dept of Health and can be accessed [here](#).

Families can reach out to their health care provider and the health office for next steps and returning to school after a positive diagnosis.

Staff

Staff will not work while experiencing 1 common or 2 less common covid symptoms out of the ordinary for them. If a staff member becomes ill at school, they will remove themselves from the classroom as soon as possible and call their health care provider to determine if a COVID-19 test is recommended.

Staff can return to work once it has been determined it is safe to do so and will work with the Human Resources Director to make this determination.

Staff can return to work if the health care provider determines that no COVID-19 test is needed when symptoms resolve with an email to the Human Resources Director (a.wass@hihcm.org) communicating their health care provider's decision.

If staff are tested and are negative for COVID-19, then they can return to HIH once their symptoms resolve with evidence of 1 negative test.

If a staff member has a positive test, staff will follow public health protocols for returning to work. Additionally, if a staff member has tested positive, students will be notified and we will follow public health protocols for returning to the classroom. The current recommendation is

to stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Household members will also remain off campus.

If a staff member starts exhibiting signs of illness midday, they will be asked to reach out to their health care providers for advice on whether a COVID-19 test is recommended. If yes, that staff's children and household members will also leave school for the remainder of the day.

Please Note:

If a staff or student does not seek a medical assessment, but has COVID-19 symptoms or has a diagnosis of COVID-19 without a lab test--they will need to stay home at least 10 days from when the symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Siblings and household members should also stay home.

If a staff or student has a pre-existing condition which worsens, they should consult their health care provider to determine next steps.

Known or Suspected Exposure Protocols

If there is a known exposure to COVID-19 outside the household, there are 2 paths--testing and not testing.

With a test, staff/students should isolate, and then get a test in the 5-7 days window after the exposure. Staff/students can return to the classroom with negative results after 7 days. With a positive result, staff/students should continue to isolate for an additional 10 days starting from the day of the test.

If opting not to test, staff/students should isolate for 10 days. If NO symptoms appear, the student can return to the classroom. If any COVID-19-like symptoms appear during that 10-day window, staff/students would be considered contagious and must isolate an additional 10 days from start of symptoms.

If someone in the household has COVID-19-like symptoms, family members should remain home until the results of a COVID-19 test are known for that individual. If there is a known exposure to COVID-19 within the household, families should reach out to the Health Office for guidance on next steps for returning to the classroom, and staff should contact HR. Each scenario will be engaged on a case-by-case basis.

Outbreak Management

When a case of COVID-19 is confirmed to be connected to HIHCM, there are steps we will take to minimize the risk of spread. One (1) confirmed case of COVID-19 at HIHCM would be considered an outbreak.

Parents of children should reach out via phone or email to the office staff if their child has tested positive for COVID-19. The office will contact the COVID-19 Response Team to implement next steps. The identity of an individual staff or child with a positive COVID-19 test will remain

confidential among the office staff receiving the information from a parent or staff and the Response Team member(s) who is responsible for taking the next steps. Next steps may include, but are not limited to:

- Contact tracing, which involves identifying contacts of a positive case and contacting those individuals
- General health notices (See Communication plans below)
- Ventilating the classroom
- Enhanced cleaning of the classroom and other relevant areas

The Minnesota Department of Health may reach out to HIHCM if they are notified of a positive test result from a health care provider. There may be scenarios where the COVID-19 Response Team would reach out to the MDH for additional guidance including ensuring that appropriate supports are in place to coordinate a response. MDH actions and directions may include, but are not limited to:

- Contact tracing
- Requesting attendance records that identify cohorts/groups of staff and children in the child care setting for a specified time frame
- Testing of staff and children that may have been exposed to a positive case
- Enhancing environmental cleaning
- Assessing need for classroom or facility closure.

Communication plans

If a staff member or student tests positive for COVID-19, HIH will communicate that information. Health communications require a balance of sharing need-to-know information with discretion. Our aim is to wisely communicate exposure information to families, coordinate with MDH and health care providers for testing, and quickly minimize further outbreak.

HIH will begin contact tracing of students and staff who have had close and/or extended contact with a positive case. Individuals diagnosed with COVID-19 are considered contagious 48 hours before the onset of symptoms. Those families and staff who meet that criteria will be directly notified. The identity of the student or staff **will remain confidential and names will not be shared**. MDH may also be involved in notifying families and recommending further actions, if needed.

HIH will send out a courtesy health notice to families of students who may have shared a communal space even briefly, with that staff or student. This “Your child may have been exposed to COVID-19” notice is a general heads-up to help parents be aware and should not be understood as a notification of direct contact. If there is a sibling of a student who has tested positive, the students in the sibling’s classroom will also receive a heads-up notice.

Supplies

Hand in Hand will have the necessary supplies on hand for students and staff in the event of a mid-day illness onset and to carry out our COVID-19 protocols.

Health Screening and Testing Procedures for Students

Children must have a digital health screen completed upon arrival and before exiting their vehicle. Please see above for drop off procedures. As per the CDC guidelines: Persons who have a fever of 100.4 or above OR other signs of illness will not be admitted to the facility. We ask that guardians be aware of signs of illness in their children and keep them home when they are sick or exhibiting signs of illness. If your child has seasonal allergies or sensitivities, note that on the annual health survey that is completed in August. Monitor for increased symptoms which might indicate illness.

We will ask students and families to follow the advice of their health care providers and MDH guidelines for COVID testing. If a family prefers not to be tested when it is recommended, we will ask them to remain home for 10 days. If symptoms of COVID-19 are present, students are required to stay home at least 10 days from when the symptoms first appeared AND until there is no fever for at least 24 hours without medication AND improvement of other symptoms.

Health Screening and Testing Procedures for Staff

All staff members entering the building will be required to complete a digital health screening each day before entering the building. As per the CDC guidelines: Persons who have a fever of 100.4 or above OR other signs of illness will not be admitted to the facility. We will ask staff to stay home when they are sick or exhibiting signs of illness. Staff with seasonal allergies or sensitivities will also be asked to monitor for increased symptoms which might indicate illness.

Staff will be requested to follow the advice of their health care providers and MDH guidelines for COVID testing. If a staff member prefers not to be tested when it is recommended, we will ask them to remain home for 10 days. If symptoms of COVID-19 are present, staff are required to stay home at least 10 days from when the symptoms first appeared AND until there is no fever for at least 24 hours without medication AND improvement of other symptoms.

Vulnerable Populations

If a student or household member of a student is considered at higher risk for COVID-19 complications, reach out to a health care provider to discern whether in-person learning is a wise choice for this school year. While we have protocols in place to mitigate the risk of spread of COVID-19, we cannot eliminate the risk.

The CDC considers the following people to be at high risk for severe illness due to COVID-19:

- Older adults
- Children who are medically complex, who have neurologic, genetic, metabolic conditions, or who have congenital heart disease
- Individuals with underlying medical conditions, including:
 - Chronic lung disease (COPD)
 - Serious heart conditions
 - Compromised immune system
 - Diabetes
 - Chronic kidney disease undergoing dialysis

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- Obesity (body mass index of 30 or higher for adults or a body mass index at or above the 95th percentile in children)
 - Sickle cell disease

Current data regarding the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19 is limited and may change as the science evolves. The CDC has noted additional conditions for which people might be at increased risk for severe illness from COVID-19 at People with Certain Medical Conditions --

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Supporting Mental Health and Wellness

Hand in Hand Christian Montessori cares about the whole child. Our Handled With Care team can address social and emotional learning, as well as mental and behavioral health needs, helping students understand and cope with stresses and trauma brought on by this pandemic. We have increased our Handled With Care staff to expand our capacity to provide care in this area.

We recognize that students are not ready to engage in formal learning until they feel physically and psychologically safe. Establishing that sense of safety varies with each child, depending on the evolving context in individual families and a range of factors unique to each individual.

Our hope, to the best of our ability, is to resource families in our community with the support and encouragement they need to make informed, prayerful decisions concerning the well-being of each student.

We believe that God has unique plans for all of us and we strive to help guide students in that process.

The Handled With Care Team meets with students individually, in small groups, or in the classroom throughout the year in their academic support role and is available on an informal basis at the request of students, parents or staff members. They can connect families to resources in the community as well.

Policies and Procedures for Government Mandated Stay-at-home Order

First, a suspension of services will only be offered in a case of a government mandated stay-at-home. Second, a family may choose to suspend their contract during a modified educational delivery season, but only during the designated time of the stay-in-place order. If a family chooses to suspend their contract, they will be refunded a portion of tuition at the end of the year. This amount will be based on the number of days out of the classroom only during the government mandated stay-at-home. Third, they will not receive educational support during that time from Hand in Hand and will be 100% homeschooled. Finally, they will be expected to return to classroom at the end of the stay-at-home order and resume their contract. *Please note: This does not apply to children in our 0-6 program—see below.*

If a parent chooses to suspend their contract for the time of mandated, modified educational delivery, their spot will be held until we return to normal delivery of education. If a family

chooses not to return when we resume, they will be held responsible for the remainder of their contract.

Currently, we have task-teams assigned to plan for a variety of desirable modified educational options that meet varying levels of comfort and accessibility and achieve our commitment to quality education. Parents will be able to choose from this variety of options or suspend their contract and not receive any contact from HIH during a mandated, government stay-in-place.

Childcare is assumed to remain essential as it has been - meaning that our 0-6 year old program could continue uninterrupted. If parents want to bring their children (0-6 years of age), they will be allowed to do so. If they choose to stay at home and not bring their children, they can pay 40% of their contract to hold their spot. All parents (both essential and non-essential workers) will be allowed to continue to bring their preschoolers to childcare/school based on our DHS license and approval.

It is possible that we will need to reassign duties and responsibilities to staff members based on changes in numbers of students, contract alterations, and suspensions. We may lose some staff for a season if we have families that suspend their contracts. For this reason, we would ask that parents prayerfully consider their decisions as the economic impacts effects both individual staff members and our corporate ability to continue to meet our financial obligations.

Experiencing a financial hardship directly related to the COVID-19 situation may result in a release from the student contract based on a Board of Directors decision. This request must be put in writing and attest to the fact that COVID-19 has caused the financial hardship rendering payment of the contract difficult. The refund would not be the entire contract but only the portion of un-used tuition based on time left in the classroom.

Reopening a Building After Closure

While we do not anticipate a full building closure, Hand in Hand is required to provide a protocol for reopening. There are risks of bacterial exposure via the water system and mold in buildings that are closed for several weeks. At the Roseville campus, we have a new facility and will be primarily concerned with airing out the building and flushing the water system.

- The HVAC system will be running for 48-72 hours prior to students returning to the classroom for a "flush out period," if the HVAC did not remain active during the closure.
- Staff will flush water through all points of use (e.g. showers, sink faucets, etc.) prior to reopening the building.
- Staff will inspect and disinfect water fountains and hand washing sinks in the bathrooms and classrooms prior to student and staff use.

Federal/State/Local Regulations

Hand in Hand's health policies and program practices are updated on a regular basis in our parent policy handbook to reflect compliance with Federal, State and Local guidelines for all areas of compliance.

Policy and Procedure Review/Edit/Creation

All policies and procedures created are done in collaboration with the Hand in Hand Health Consultant, Human Resources Director, Campus Director and Head of School with review by the Board of Directors and Legal Counsel as necessary for each program. These health policies are monitored routinely and updated monthly or sooner as information becomes available. During COVID-19 or any public health concern, health and policy staff will review public health recommendations daily to weekly and update protocols and practices as information becomes available. Classroom capacity and protective supply levels will be monitored on the same schedule as policy review. Policies and procedures are also intended to facilitate healthy, safe learning and will be evaluated on that basis. Should a policy or procedure become overly intrusive or limit learning in such a way that students and staff are unable to thrive, the policy will undergo review to determine what to adapt, adopt or abandon. All policies are designed to minimize risk of exposure to COVID-19, while recognizing that these policies and practices cannot eliminate that risk completely.

Direct training, review and policy implementation are shared responsibilities of the Human Resources Director, Campus Directors, School Nurses and Head of School.

All policies and protocols are subject to change as recommendations and data become more readily available from the CDC, the Minnesota Department of Health, State and Local governments and DHS. Hand in Hand has the right to change policies and procedures at any point in the school year as determined necessary based on the most current information provided by health officials.