



# SMART RESTART PLAN

## *HEALTH & SAFETY*

### Dakota Memorial School

Dakota Boys and Girls Ranch Program Board Approved  
August 21, 2020

The final months of the 2019-20 school year was a challenge for our entire Ranch agency, but together we found ways to cope and embrace this new normal. Dakota Memorial School (DMS) is thankful to the students, Ranch staff, parents/guardians, and community partners who helped us succeed in these difficult times.

Our new challenge was planning for school during the 2020-2021 school year. This is a daunting task as we all realize how the impact and response to COVID-19 has changed rapidly over the past four months. We developed our Dakota Memorial School Smart Restart Plan (which once the Ranch Program Board approves in August will be available on the Ranch website) to address these challenges, while providing a flexible framework to guide our response over the next school year for our unique students in Residential or Day Program.

For academic, social-emotional, and economic reasons, we are compelled to strive to return to an in-person traditional model. Yet, we cannot disregard that the health and safety concerns associated with the virus remain. The Ranch must consider all practical steps to keep our three (3) campuses from contributing to viral spread, as well as the sending schools we serve in Day Program.

This plan presents hundreds of hours of critical thinking, research, modeling, and work by our educators, staff, and leadership. We also reviewed input gathered from our employees and Day Program student parents/guardians.

We realize that reviewing this plan may not address every question you have. We recognize some concepts and actions may be polarizing, and there are strong opinions about what Dakota Memorial School should do or should not. But we must remain open to all options so we can move forward in an everchanging environment. When we work together to solve problems, DMS can provide quality education to our children in a safe manner.

Yours in Education,



Marcia Bartok  
Vice President of Education / Superintendent

# Assumptions & Assurances

## Dakota Memorial 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.
- Our DMS Smart Restart is a Responsive Plan, responding to the unique needs of each learner.
- By working together with educators, staff, health care professionals, parent/guardians, 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 Program Board will ensure our plan meets the needs of our students, educators, staff, parents/guardians, agency partners and community.

## Our Planning Team

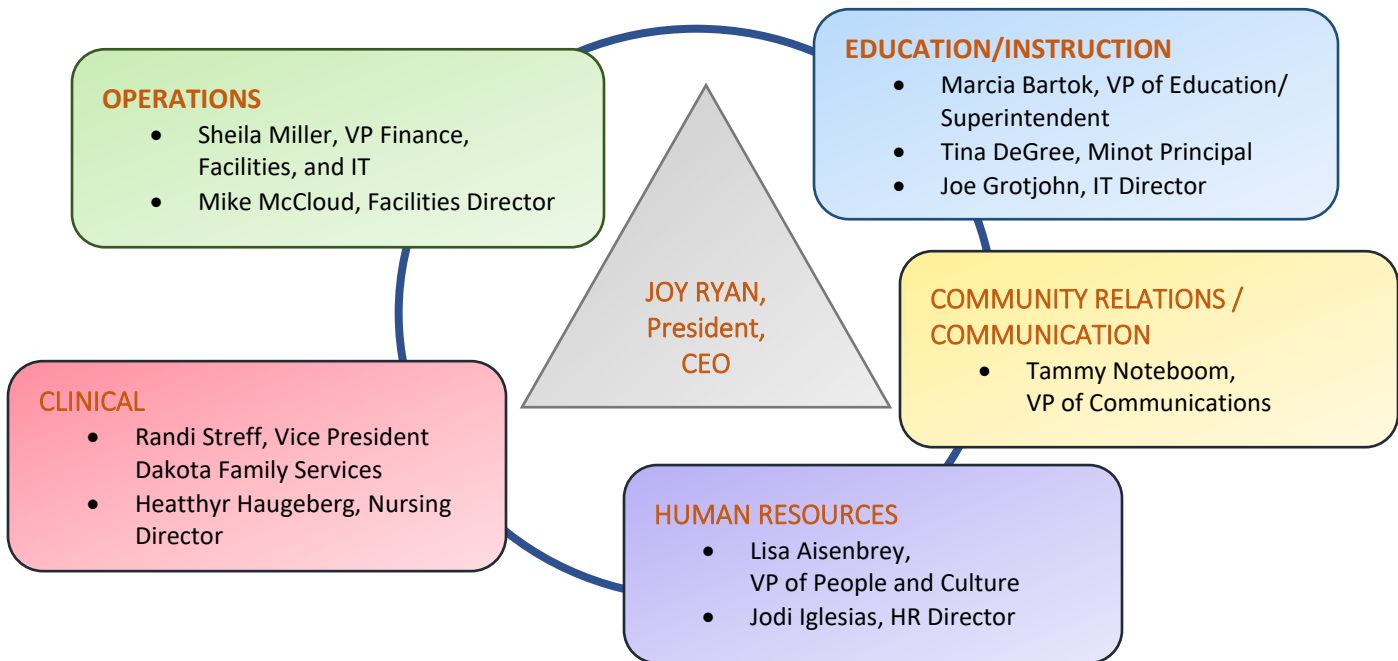
The Dakota Memorial School's Smart Restart Plan was crafted and reviewed by a team consisting of the following:

- Joy Ryan (CEO), Lisa Aisenbrey (VP), Marcia Bartok (VP), Rick Jones (VP), Sheila Miller (VP), Tammy Noteboom (VP), Lisa Olson (VP), Randi Streff (VP), Jim Vetter (VP) – Dakota Boys and Girls Ranch Executive Leadership Team
- Marcia Bartok – Superintendent
- Tina Degree, Mallory Halvorson, Shayla Leinen – Principals
- John Campbell, Tina Degree, Mallory Halvorson, Shayla Leinen, Gail Lundy, Scott Ottmar, Sherry Wagner – DMS Leadership Team
- Educators
- Paraprofessionals
- Mike McCloud – Facilities Director
- Heatthyr Haugeberg – Nursing Director

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

# COVID-19 Response Team & Coordinators

This organizational structure was crafted to assist in the development and monitoring of Dakota Memorial School's return to learning Smart Restart Plan. This structure identifies leaders and guiding team members that will serve as a voice in how DMS 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 five (5) components identified above have been identified as key operational teams that consist of a variety of staff members at each campus location. Each operational team will implement the DMS Smart Restart Plan and address challenges as they arise.

## COVID-19 Campus Coordinators - DMS Principals

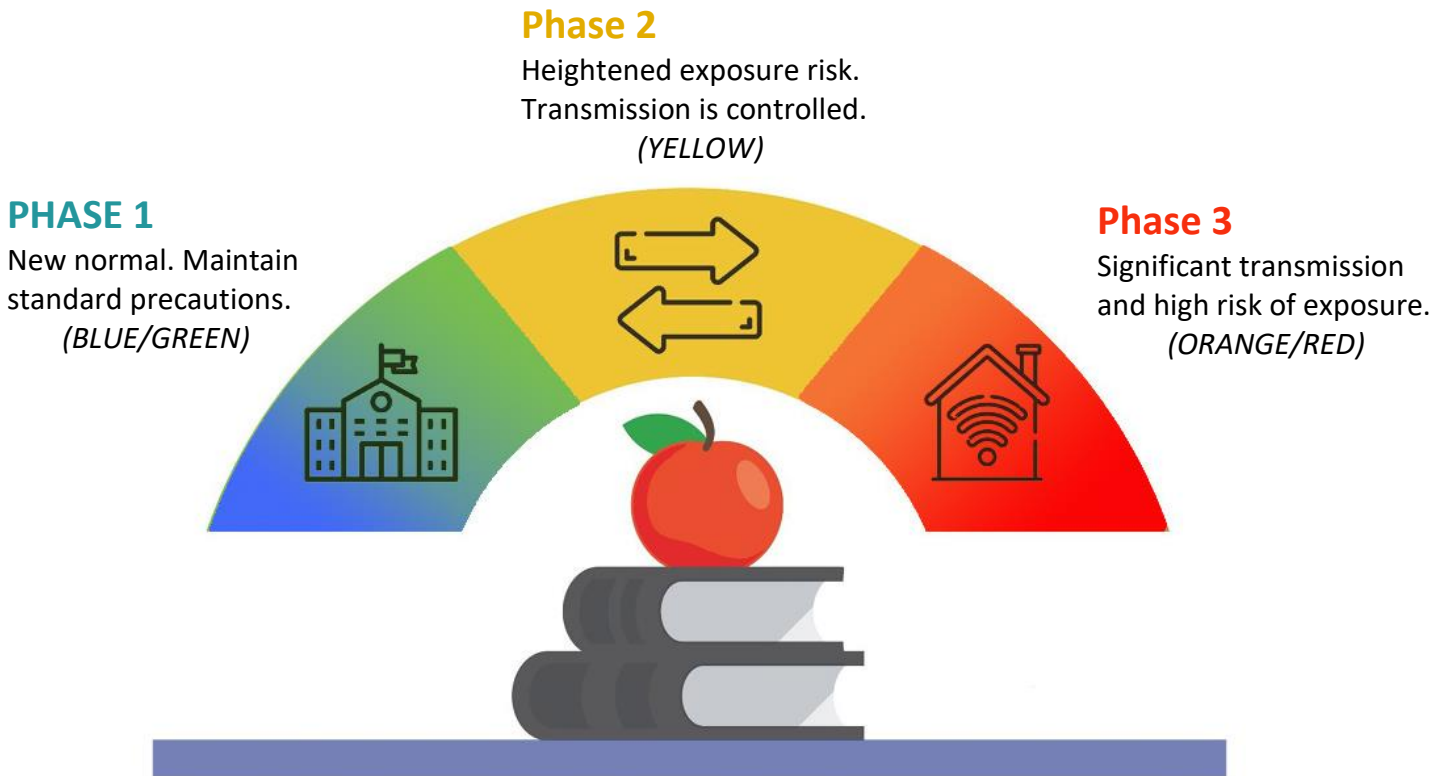
Each campus (school building) identified a COVID-19 Coordinator who will be responsible for the health and safety preparedness and response planning. Coordinators will be available to the VP of People and Culture and/or the VP of Education seven days a week to respond to phone calls from public health. This position will assist public health in identifying and notifying close contacts in the school setting. The VP of People and Culture will report cases of COVID-19, found in the school setting, to health officials.



Principals will assume the role of Campus Coordinator in all Dakota Memorial School buildings. If the campus coordinator is unable to be reached, the secondary contacts will be principals at another campus.

# DMS Instructional Phases

The following levels will be used to define the community risk level associated with COVID-19 at each campus location. Each level is reported to schools by the NDDoH after rigorous testing and assessment of cases in the community. DMS Instructional Phases align with this color-coded guidance in the ND Smart Restart Plan. [ND Smart Restart Plan: \(https://www.nd.gov/dpi/sites/www/files/documents/Covid-19/NDK12restartguide.pdf\)](https://www.nd.gov/dpi/sites/www/files/documents/Covid-19/NDK12restartguide.pdf)



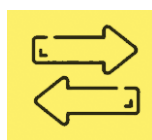
## Instructional Models

The instructional models used by Dakota Memorial School will be guided, in part, by the risk level of COVID-19 in the community of each campus as defined within the phases above. This is a “guide” as instructional models could be altered or utilized in all NDDoH color-coded stages based on other factors, such as occupancy levels, age of children, mental health needs, and abilities to move certain classes online.



### Traditional Learning

All 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 health and safety.



### Blended Learning

Students report to school on a modified schedule. Multiple hybrid models of instructional delivery may be appropriate to meet educational needs through a variety of delivery models. Guided Practice introduced to students with special needs.



### **Virtual Academy**

Accommodations provided for students and/or families with health needs preventing students from attending other learning options. This will be available on an entire Quarter timeline.

### **Distance Learning (LMS System: Google Classroom)**

All instruction is provided off-campus utilizing distance learning resources suited to the unique needs of the student. Guided Practice introduced to students with special needs.

## **Health and Safety Guidance**

Dakota Memorial School strives to provide a healthy and safe environment for all who occupy our campus buildings. The following guidelines are intended to provide a framework for our 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 - <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, we cannot guarantee our schools will be without risk as it relates to COVID-19. The virus will be present on our campuses, 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 physical distance from others. This is especially important for people who are at a higher risk of COVID and its complications.
- 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 will be limited as much as possible.
- DMS highly requests all individuals to call our campus locations when requesting information and/or assistance rather than to be on site in the buildings. However, when this

is not possible, all visitors MUST check in at each campus location and adhere to safety protocols at time of entrance.

### 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 will clean and disinfect frequently touched surfaces daily.
- Student IT devices will be disinfected regularly.
- Classrooms will be disinfected by teachers and staff several times daily.
- Common areas will be disinfected at the end of the day by school staff.
- Classrooms and bathrooms will be cleaned nightly by custodial staff.

### Cover your mouth and nose with a cloth face cover when around others.



- The wearing of masks will be applied in phases based on the phases within the ND Smart Restart Guidance.
- Educators will teach students how to properly wear a face covering so they are prepared to use them when in proximity with others.
- Principals and teachers will lead students through “Mask Drills” to transition the use of a mask throughout the entire school day.
- The table below describes in both the **Phase 1 and Phase 2** when face coverings are necessary. Changes to this chart may be required if determined to be necessary in consultation with local health officials. (Note: Phase 3 requires Distance Learning)



## Dakota Memorial School COVID-19 PPE Guidance

STAFF and STUDENTS	PPE
All Education Staff	<ul style="list-style-type: none"> <li>• Provided face coverings (mask or shield) <b>can be worn</b> in classrooms but <b>must be worn</b> when physical distancing is NOT possible. Masks <b>must be worn</b> when moving in hallways.</li> <li>• Increased Ranch safety procedures would supersede above.</li> </ul>
All Program Staff	<ul style="list-style-type: none"> <li>• Provided face masks <b>must be worn</b> when physical distancing is NOT possible. Masks <b>must be worn</b> when moving in hallways.</li> <li>• Increased Ranch safety procedures would supersede above.</li> </ul>
All Students	<ul style="list-style-type: none"> <li>• Provided face masks <b>must be worn</b> when physical distancing is NOT possible, for example always when moving in hallways.</li> <li>• Increased Ranch safety procedures would supersede above.</li> </ul>

<b>Public Facing Staff</b>	<ul style="list-style-type: none"> <li>• Provided face coverings (mask or shield) are <b>required</b> unless utilizing plexiglass partition. Provided face masks <b>must be worn</b> when physical distancing is NOT possible, for example always when moving in hallways.</li> <li>• Increased Ranch safety procedures would supersede above.</li> </ul>
<b>Staff and Students within Activity rooms:</b> Mindful Rooms, Physical Education, Regroup Areas	<ul style="list-style-type: none"> <li>• Wearing of provided masks may be influenced by instructional and learning needs of the student and health considerations of all occupants in the room. Increased Ranch safety procedures may supersede above.</li> </ul>
<b>All Ranch Staff</b>	<b>Required to wear face masks.</b>
<b>All Students</b>	<b>Required to wear provided face masks. Students will be provided breaks and allowed to remove their mask when outside AND physical distancing.</b>

*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.
- Staff and students who are sick should stay home.
- Temperatures:
  - Temperatures of Ranch staff are taken at check in upon arrival at building.
  - Temperature of residential students will be taken at the cottage/unit prior to arriving at school.
  - Temperatures of Day Program students will be taken at check in upon arrival at school.
- Temperatures of symptomatic students or staff may be taken at the Isolation Room during the school day.
  - Symptomatic students will be isolated, and their guardians contacted.

# Health and Safety Protocols

## Student & Staff Health

Monitoring the health of students and staff will be an important component of a safe and healthy educational environment. Dakota Memorial School will take the following measures to ensure all students and staff are healthy while they are at school.

*Identifying Students and 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 professional’s diagnosis. This information will be provided to the building principal (COVID-19 Coordinator) who will contact the family and discuss instructional model options.
- When the NDDoH or Dakota Memorial School campus site’s local health unit inform the school of a student or staff member that is COVID-19 positive that information will be passed on to HR and the building principal / director as allowable within district policy and law.



- Employees who are considered high risk based upon a healthcare provider’s diagnosis will be directed to Human Resources if they would like to discuss options and/or to request reasonable accommodations.

### *Isolation and 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.
- Dakota Memorial School will follow isolation and quarantine guidelines and directives as set by NDDoH and Dakota Memorial School campus site’s local health unit.

### *If a Student or Staff Members Becomes Sick at School (or school event)*

- Student
  - Direct / escort the child to the office.
  - The child will be supervised until picked up by parent/guardian.
  - The child shall be provided a facial covering and isolated in the school Isolation room.
  - Parent/guardian will be contacted to pick up their child.
- Staff
  - Inform your supervisor immediately and wear a face mask / shield until you can be replaced (if supervising students at that time).
  - Leave the school building/grounds and consult with a health care professional.

### *Return to School*

- Teachers are identified as essential personnel of the Ranch workforce.
- When a student or staff member has been isolated or quarantined everyone’s health circumstance will be evaluated in collaboration with HR, the Ranch’s internal infection control, and NDDoH.
- DMS will contact day students’ parent/guardian to arrange for a return date.

## **Guidance for Grade Level and School Building Level Closure**

This is intended as guidance for COVID-19 Coordinators and school leaders on when to close classrooms, grades, and buildings.

- Close contact is defined as being within 6 ft. of another individual for 15 min or greater.
- Dakota Boys and Girls Ranch Executive Leadership will determine Dakota Memorial School closing per campus location.
- If a school is closed for any length of time, the district will determine which mode of instruction will resume.
- NDDoH may close a school or district at their discretion.

## **Transportation**

All Day Program student transportation is provided by sending schools district/schools.

# Facility Accommodations & Protocols



## DMS EPP Use

### 3-W's

- Wash Hands
- Watch Physical Distance
- Wear Facial Coverings
  - Masks provided to students and staff, Face Shields provided to teaching staff
  - Masks worn by ALL visitors entering building



## Campus Buildings

- Signage
  - NDDoH- procedures, info on color designation, general info
  - 3-W's – hygiene, student created
- Check-In Area during school day, located at front offices
- Check-In Area for Day Program
- Physical Distancing Non-Floor Markings
- Plexiglass- located at each “front office area”
- Isolation Room with appropriate signage, furnishings, and supplies
- Touchless Sanitation Stations
  - Entryway for Day Students- move to Front Office
  - Entry to all bathrooms
  - Entry to Food Service
  - Library
- Hydration Stations Installed, Students use refillable water bottles
- *Safe Kits* (See below in disinfection)
  - Each classroom has *Safe Kit* with canister of wipes, hand sanitizer, surface spray disinfectant, paper towels, tissues, extra masks, three red bags)
  - Dropped off after school, designated area for custodial refills
  - Picked up each morning at designated area, taken to classrooms



## School Building Disinfecting Procedures vs. Cleaning

- Isolation Rooms
  - After EACH use
- Classrooms
  - All people use hand sanitizer upon entering classroom
  - All touch points after each class period
  - All student supplies, devices, etc. (bins will be used with assigned devices)
  - Desks, student, and teacher
  - PE/Gym, Music, Art- specific requirements, principals will implement with content teachers
  - Teachers will be responsible using *Safe Kits*
- School Touch Areas and Materials not assigned to a teacher, i.e. Mindful Rooms, library, lockers, student device charging areas,
  - All touch points that a teacher has not wiped down
  - Additional staff areas, desks, tables
  - Paraprofessionals/Substitute Teachers will be responsible using *Safe Kits*

- Entire/Rest of School each evening
  - All school areas- focusing on doors, door handles, light switches, hydration stations
  - Fogging as required
- Bathrooms
  - The number of cleaning daily and SPECIFIC times per day dependent on Color Phase
  - If only air dryers, must have tissues available



**Food Service**

- All “eating areas” must be cleaned AND disinfected after each use.
- All seating arranged for safe physical distancing.
- Each campus locations will utilize existing dining areas.
- Staff work areas will only use disposable dishes, utensils, etc.

## Operational Guidance

PHASE 1 (Blue / Green)	
Priorities:	<ul style="list-style-type: none"> <li>• Ensure students and staff who are symptomatic stay at home.</li> <li>• Implement reasonable accommodations to reduce school-wide and community spread.</li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>• Social distancing where possible and reasonable.</li> <li>• Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas.</li> <li>• Handwashing/Disinfecting integrated throughout the day.</li> <li>• Hand sanitizer available throughout each building.</li> <li>• Support and train parents/guardians on use of technology tools and online curricular resources.</li> </ul>
Campus Locations:	<ul style="list-style-type: none"> <li>• Protective measures will be implemented in office spaces.</li> <li>• Some school events, assemblies and gatherings may be changed or cancelled.</li> <li>• Access to campus may be limited, with new protocols.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students issued “technology” and trained on how to access online learning resources including Google Classroom.</li> <li>• Limited use of shared materials and supplies.</li> <li>• Desks arranged to allow for cohort groups and social distancing where possible and reasonable.</li> <li>• Staff and students working in proximity will be advised to wear a face covering.</li> <li>• Staff and students moving throughout school in proximity will be advised to wear a face covering.</li> </ul>

Common Areas:	<ul style="list-style-type: none"> <li>• When moving around the building, students will move to limit exposure to other individuals and groups.</li> <li>• Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• Share information about how to stop the spread of COVID-19.</li> </ul>

## Phase 2 (Yellow)

Priorities:	<ul style="list-style-type: none"> <li>• Ensure students and staff who are symptomatic stay at home.</li> <li>• Maximize social distancing cohort where possible.</li> <li>• Support blended learning model.</li> </ul>
District-wide Practices:	<ul style="list-style-type: none"> <li>• Based on identified COVID cases of students and staff, targeted closures may be implemented (class, grade, department, etc.), while other campus locations remain open and meeting students in person.</li> <li>• Social distancing where possible and reasonable.</li> <li>• Buildings routinely cleaned and disinfected according to CDC guidelines. Special focus on high touch/traffic areas.</li> <li>• Handwashing/Disinfecting integrated throughout the day.</li> <li>• Hand sanitizer available throughout each building.</li> <li>• Support and train parent/guardians on use of technology tools and online curricular resources.</li> <li>• Implement technology support - please call the school directly.</li> </ul>
Campus Locations:	<ul style="list-style-type: none"> <li>• Protective measures will be maintained in office spaces.</li> <li>• Some school events, assemblies and gatherings may be changed or cancelled.</li> <li>• Access to campus may be additionally limited, with new protocols.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students may be attending school on a hybrid schedule.</li> <li>• Students will be expected to engage in learning opportunities online using Google Classroom daily.</li> <li>• DMS staff will make direct student/family contact a minimum of once per week, more depending on learning needs.</li> <li>• Limited use of shared materials and supplies when students are in school.</li> <li>• Desks arranged to allow for cohort groups and social distancing where possible and reasonable.</li> <li>• Staff and students working in proximity will be advised to wear a face covering.</li> <li>• Staff and students moving throughout school in proximity will be advised to wear a face covering.</li> </ul>
Common Areas:	<ul style="list-style-type: none"> <li>• When moving around the building, students will move to limit exposure to other individuals and groups.</li> <li>• Lunch times and location may be altered to reduce the number of students in the cafeteria at any one time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Breakfast and lunch meals delivered to Day Program homes upon request.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• Share information about how to stop the spread of COVID-19.</li> <li>• Share nutrition and technology support for parents.</li> </ul>
<h3>Phase 3 (Orange / Red)</h3>	
Priorities:	<ul style="list-style-type: none"> <li>• Reduce the risk of community spread by closing schools.</li> </ul>
Districtwide Practices:	<ul style="list-style-type: none"> <li>• Online instruction will be used district wide in all courses at all grade levels.</li> <li>• Instruction will focus on essential learning targets.</li> <li>• Attendance and academic progress will be expected.</li> <li>• Grading policies will not be suspended.</li> <li>• Assist Day Program families with community internet access options to support distance learning.</li> <li>• Breakfast and lunch meals delivered to Day Program homes upon request.</li> </ul>
Campus Locations:	<ul style="list-style-type: none"> <li>• Closed to the public except by special arrangement with the district office.</li> <li>• Small group meetings or instruction may be allowed, particularly for special needs students or academic interventions.</li> </ul>
Classrooms:	<ul style="list-style-type: none"> <li>• Students will engage in learning at the cottage/unit and at home.</li> <li>• Students will be expected to engage in learning opportunities online with Google Classroom.</li> <li>• DMS staff will make direct student/family contact a minimum of once per week, more depending on learning needs.</li> </ul>
Communications:	<ul style="list-style-type: none"> <li>• Clear communication about academic expectations and grading shared with students and families.</li> <li>• Share nutrition and technology support for parents.</li> <li>• Day Program student/family support for community internet access options.</li> </ul>

# Additional Resource



## 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 recently traveled internationally or 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>	At all times until further directed by the ND Department of Health.	14 days after your last exposure. Once your quarantine period has ended, if you do not have symptoms, you may return to your normal routine.	A minimum of 10 days from the beginning of symptoms and 72 hours after your fever is gone without the use of fever-reducing medicine and other symptoms have significantly improved.
<b>What does this mean for my daily life?</b>	<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>