

WIN Friday Protocols

October 19, 2020

Introduction:

The beginning of the 2020-2021 school year saw MSA open up in distance learning scenario. Within this plan, which the MSA School Board approved on August 6th, it was determined that MSA would follow a block schedule with a period day on Fridays when we have 5 class days in a week. Teachers utilize the Google Learning Management System platform.

During monthly Board of Director meetings the following areas have been revisited:

- 1) MDH Rating
- 2) ISD 833 learning scenario
- 3) Survey results from
 - a) Staff
 - b) Parent
 - c) Students
- 4) Administrative comments/ideas

From the survey results and administrative comments and ideas, the following information in this document captured the protocols needed to be followed so that additional on site activities may occur.

Purpose: Ensure that every MSA student receives an equitable education and has equal access to learning and instruction during the 2020-2021 school year while staying true to our Mission and Vision within our distance learning scenario.

Requirements for WIN Fridays and MSA Facility Use During Distance Learning:

The following are required to an host in-person class or activity:

1. SCHEDULING:
 - a. Teacher, advisor or coach will use a shared sign-up document to schedule any on-campus activity. (This document is still being developed and will be similar to the "Test Calendar" already in use by staff.)

- b. During Distance Learning, students are allowed on campus only for pre-scheduled WIN Friday or other specific classes or events, and only if the student has pre-registered and completed the required health screening. (This does not apply to students participating in daily sports practices or activities.)

2. ATTENDANCE, SCREENING AND CONTACT TRACING

- a. Each teacher, advisor or coach will maintain an accurate attendance list which will be shared with administrators (to be used in the event of the need for contact tracing per MDH guidelines).
- b. All participants must complete the [activity registration form](#) prior to arriving on campus no more than 24 hours before WIN Friday classes or other special events or activities. Teachers, advisors and coaches will email the link to students or post it in their Google Classrooms.
- c. Students and visitors are only allowed on campus if they answer “no” to all four check-in questions.
- d. Additional attendance procedures are not required as attendance can be verified via your Google form if needed.
- e. For daily activities such as daily sports practices, coaches or advisors will record daily attendance and ask each student the health screening questions at each meeting, in lieu of individual students completing the activity registration form each day.

3. SAFETY REQUIREMENTS

- a. Masks
 - i. All students and visitors must wear a face mask or other facial covering which covers the nose and mouth at all times, both inside and outside all MSA buildings. (A face shield alone is not sufficient.)
 - ii. MSA staff working alone in their contained classroom or workspace may remove their masks but must have it readily available to put on again if another person enters the area.
 - iii. If someone forgets their facial covering, a disposable mask will be provided to them.
 - iv. Any exceptions to these masking requirements must have prior administrative approval.
- b. Occupancy and 6-foot social distancing
 - i. Adhere to occupancy limit requirements per [this document](#), using a 6-foot social distancing requirement.
 - ii. If your intended group has more people than allowed per room for the activity, please contact MS or HS Assistant Director to find an alternate location before using the signup document.
 - iii. All people on campus must maintain at least a 6-foot distance from others as much as possible.

- iv. Students and visitors may not go to any location on campus other than where they have signed up to be.
 - v. Masking, 6-foot distancing and adult supervision of students will still be required for any outdoor classes or activities.
 - c. Food and beverages
 - i. Only personal beverages are allowed. No sharing of beverages
 - ii. No using drinking fountains.
 - iii. Bottle-filling stations may be used provided you are using your own refillable bottle.
 - iv. No food allowed, except under limited circumstances with prior approval from school administration
 - d. Personal hygiene practices
 - i. Hand sanitizer will be available in any class or activity space, as well as at building entrances.
 - ii. Wash hands for at least 20 seconds with soap and water when possible.
 - iii. Minimize the need to share items as much as possible. Students must bring their own materials (eg. writing implements, calculators, etc).
 - iv. Clean or sanitize products before and after use.
 - e. Restrooms
 - i. Restroom breaks will be staggered as much as possible in order to have few students present at once. (In building A, the maximum number is 2 students at a time. In buildings B, C and D, the maximum number is 1 student at a time.)
 - ii. Students are expected to keep restroom visits as short as possible and observe all signage and hygiene guidelines.
 - f. Student medications
 - i. Students will provide their teacher, advisor, or coach with a Medical Release form which must be signed by their parent/guardian for any medications they will be bringing on campus.
 - ii. Students will carry any required medications on their person while participating in an activity.

4. ADMITTANCE AND DISMISSAL PROCEDURES

- a. An MSA office or administrative staffer will admit students in a “metered” way to ensure a 6-foot minimum of space between students on their way to their class or activity space.
- b. An MSA office or administrative staffer will supervise student dismissal.
- c. Teacher, advisor or coach will supervise students in the class or activity space to help insure 6-foot social distancing.
- d. If meeting outside of regular school hours, the teacher, advisor or coach is responsible for admitting students or guests into the building.

5. MOVEMENT THROUGH MSA BUILDINGS AND SIGNAGE

- a. Signage
 - i. All people in all MSA buildings must follow all posted signage, floor markings and other indicators for traffic control.
 - ii. Seats and tables in each classroom will be marked for acceptable use.
- b. Offices, lobbies and restrooms
 - i. Traffic in and out of all MSA offices, lobbies and restrooms will be kept to a minimum.
 - ii. Students may not loiter in hallways, offices, lobbies or restrooms and must remain in their designated classroom or activity space unless given prior permission to travel elsewhere in the building by the teacher, advisor or coach.
- c. Classrooms: If a room has two doors, one will be labeled and used as “enter only” and one will be labeled as “exit only.”
- d. Building A
 - i. Entry & exit
 - 1. The main entrance door is for entry/admittance only.
 - 2. The door in the far northwestern hallway (by Mrs. Richards’ and Mr. Fillibrandt’s classrooms) is for exit/dismissal only.
 - ii. Hallways
 - 1. Traffic will flow CLOCKWISE using the Great Hall as a throughway to move to classrooms #5 through 10.
 - 2. Traffic moving to classrooms #11 and higher will turn right from the main entrance.
 - 3. Traffic moving to classrooms #1 and 2 will turn left from the main entrance.
- e. Building B
 - i. Entry & exit
 - 1. Entry/admittance is through the EAST door only.
 - 2. Exit/dismissal is through the WEST door only.
 - ii. Stairwells
 - 1. East stairwell is UP only; the west stairwell is DOWN only.
 - 2. * The exception is travel to the basement, where the east flight down to the basement is DOWN only, and the west flight up from the basement is UP only.
 - iii. Hallway traffic will be marked down the middle so that the NORTH side of hallways is travelling WEST, and the SOUTH side of hallways is travelling EAST.
 - iv. Locker rooms will be locked and only used under limited circumstances and only with prior approval by administration.
- f. Building C: Entry only through the west door, and exit only through the southeast/patio door.
- g. Building D: Entry only through the west door, and exit only through the east door.

6. CLEANING

- a. Teacher, advisor or coach will clean any shared surfaces or high-touch objects with approved and provided cleaning supplies before and after class or activity.

7. TRANSPORTATION

- a. MSA will not provide transportation to or from any enrichment/optional activities.
- b. Students should be dropped off no earlier than 5 minutes prior to the start of the event.
- c. Students should be picked up within 15 minutes of the conclusion of the activity.