



Dear Families,

Below is Academy of Whole Learning's preparedness and response plan for addressing Coronavirus (COVID-19)-related incidents that may arise in our school. If you have questions about this plan, please address those to Greg Saunders, Lisa Janisch or me. If you have questions about COVID-19 itself, please contact the Minnesota Department of Health hotline at 651-201-5414.

Thank you,
Wyayn Rasmussen, Ed.D
Executive Director

PLAN FOR ADDRESSING ANY CORONAVIRUS (COVID-19) INCIDENTS AT AOWL

This plan for addressing any Coronavirus (COVID-19) incidents is intended to serve the best interests of students, employees and families in the remote event of an incidence or threat of the Coronavirus infecting a student, employee, volunteer or a family member of any of the before mentioned. We are in close contact with Minnesota Independent School Forum who is serving as the primary conduit with the Minnesota Department of Education (MDE) and Minnesota Department of Health (MDH) to ensure private and independent schools have the latest information and guidance on COVID-19. It is our intention to react swiftly and decisively to assure the good health and safety of those individuals if a crisis occurs.

Monitoring the health condition of students, employees and family members

- AOWL is closely monitoring the health conditions of students and employees while they are in school in order to detect any potential for the presence of an infectious illness, including Coronavirus.
- AOWL is also asking parents to work with us to help prevent any spread of the Coronavirus if it comes to our community. Please notify us immediately of any family member who exhibits any serious symptoms that could impact students or staff members.
- Minnesota Department of Health has primary responsibility for the overall monitoring of Minnesota residents who may be exposed to the Coronavirus, and are responsible to inform AOWL of steps they expect us to implement.

Monitoring the exposure and identifying the presence of students, employees and family members to the Coronavirus

- The Minnesota Department of Health will assume primary responsibility in the event of anyone in Minnesota becoming infected, and AOWL will cooperate fully with the Department in the steps to be taken.
- In the event that the presence of the Coronavirus in either a student, employee or volunteer is first discovered at school, AOWL will take immediate control of the situation until the Department of Health can intervene and take appropriate actions.
- AOWL has protocols in place for immediate isolation of the person involved, and communication to families and our employees, if such an event occurs.



Travel out of the area or travel out of the country

- It is realized that families in the community travel frequently and engage with a wide range of people in their travel.
- With Spring Break coming up at the end of March, such travel and connections will increase exponentially.
- This activity will increase the possibility of encountering others who either have Coronavirus or have been in contact with someone else who has the virus.
- AOWL is not asking anyone to alter travel plans, but we all need to realize that travel during this time will add to the risk for students, staff members and parents traveling and others whom they contact when they return to school.
- We will be especially vigilant during the first couple of weeks of school following Spring Break and follow all of the prevention protocols.

Circumstances involved with school closings as a result of the Coronavirus

- There are several scenarios that may lead to a decision to close AOWL due to the Coronavirus, including:
 - There could be a closure if a student, employee, or volunteer is asked to self-quarantine. The building might be closed for one day or several.
 - There could be an emergency closure if a student, employee or volunteer showed clear signs of having the Coronavirus during school. In that case, the Minnesota officials would be involved.
 - Another possibility would be the quarantining of specific individuals.
 - Finally, the most serious possibility would be that all area schools would be closed and thousands of individuals quarantined.
 - All of this is simply to illustrate how complex the process of separating infected or exposed people from those whom the Department of Health decides were not exposed sufficiently to quarantine.
- The decision to close would involve the Minnesota Departments of Education and Health.
- In each of those situations, the Department of Health would decide the need for quarantining people on a case-by-case basis.
- AOWL's plan for each of those scenarios are reviewed below.

In case a decision to close a school has been made by the Department of Health or AOWL itself, instruction for all students will be provided

- If the school needs to be closed due to the threat of the Coronavirus, AOWL intends to provide instruction to students via eLearning.
- This does not mean that students will be on technology for the entire amount of time, but they should have a balance of time through Google Meet or Seesaw and work on the assignments given without technology.
- This will require the full cooperation of students, teachers and parents to make this instruction meaningful and in compliance with the full expectations of the academic standards.
- It will be delivered primarily through the use of students' devices at home and through Google Meet. Students who don't have access to a computer at home will be able to borrow a Chromebook to be kept at home until school resumes.
- Most students use Chromebooks daily, and are very familiar with their use for instruction and doing schoolwork.
- AOWL has extensive experience delivering online instruction through Google Classroom. Faculty, staff and students have been practicing accessing Google Meet and will know how to join the online classroom.



- The Plan expects students and teachers to follow the respective class schedule students would have in school and plan on having the same breaks, lunch break and overall school day they would have if in school.
- This model will be used for all high school students in all courses, all middle school students in all courses and all lower school students.
- Assignments from teachers will be posted by 8:30 am each school day.
- Any modification of the actual schedule students have normally followed at school will be communicated by each teacher.
- AOWL uses many digital resources as supplements to its curriculum.
- Students use online programs such as:
 - Lexia
 - Learning A-Z
 - Kahn Academy
 - RAZ Kids
 - Sadlier Math
 - ALEKS Math
 - Edgenuity
 - Video resources such as BrainPop and Discovery Education.
 - Many of the secondary curriculum resources are online.
- Students needing a device to access classwork at home should inform their teacher immediately, in order to assure they are ready to use them if the order to close school happens prior to the start of school the following day.
- If the entire school were to be closed, there would be no option available for any student who failed to inform us of the need for a device.
- Implementation of this plan anticipates that parents will work with their children to assure the condition of Chromebooks is not compromised.
- Teachers will be able to post videos, links, and online quizzes, and they will be able to distribute and collect digital assignments, and more.
- Students can use an iPad, Chromebook, smartphone, desktop computer or laptop to access Seesaw or Google Meet.
- Students in Spanish will be able to access their Edgenuity coursework online and work with their teachers through Google Meet for instruction and support as needed.

Quarantining of specific individuals:

- In case a parent makes a decision to self-isolate a medically fragile student or if a family needs to self-isolate upon recommendation of the Minnesota Department of Health:
 - Instruction will be provided through eLearning.

Attendance checking and grading of student work

- Grading and assessments may be modified for the students, but it will be intended that this model of delivery (e-learning) will be equivalent to what students would have in school.
- It will be important to the State of Minnesota that schools keep accurate attendance records. Attendance will be measured by daily checks with parents and by monitoring the entry of students into Google Meet and SeeSaw for instruction and schoolwork.
- The students' access to Google Meet will indicate "attendance" at school.
- Other means of checking "attendance" for younger students will be communicated to parents via Seesaw, and will require parent cooperation.
- Attendance will continue to be submitted through Gradelink.
- Individual teachers will be responsible for grading the work of their students and recording those grades.



Instruction when the teacher is unavailable

- There will be cases when teachers are unable to teach on a given day, and instruction will need to be provided by another teacher.
- The instructional plan will continue to be in place even when the teacher assigned to the students is unavailable.
- If there is no replacement teacher available on a given day, parents will be notified of that situation and the options for continuing instruction.

All Enrichments programs such as Experientials, Activity Days, Owls' Nest Before and After School Program and Clubs will be canceled if the school is closed by the Department of Health

Clinic Clients

- Clients receiving clinical services at AOWL or at home will be allowed to continue their therapy, unless clients and staff are quarantined.
- If the building is closed, clients will be allowed to receive their therapy at home if they have not been quarantined and therapy staff is available.
- Clients receiving psychotherapy will have the option to continue therapy via video chat.

Measures to be taken by AOWL to reduce the spread of germs and, possibly, the Coronavirus itself.

- Although AOWL already does regular cleaning and disinfecting of surfaces throughout the school on a regular basis, the level of cleaning and disinfecting has been increased in common spaces and classrooms.
- Teachers and BTs in each classroom are providing regular access to disinfecting cleaning wipes, solutions and hand soap so students can keep their hands and work surfaces clean.
- Cell phones in the high school will be kept in an individual classroom pocket during direct instruction.
- Fidgets in the classroom are being washed regularly with disinfectant.
- Hand shakes, high fives and hugs are discouraged and will be replaced with a fist bump.
- When possible, committee meetings will be held via Google Meet.
- Visitors to the school will be asked to wash hands with soap or disinfectant upon entering the school.

Requirements for Employees

- Working conditions for employees may need to be altered, and the respective employees will be informed of plans and any changes that will affect their work and attendance at work.
- In the case the Department of Health closes the school, the following staff plan would apply:

Teachers and Behavior Therapists

- Teachers and classroom Behavior Therapists (BTs) are expected to be available throughout their normal work day, including time before or after school, as assigned. In addition to the time for delivering instruction through Google Meet and SeeSaw, teachers and BTs must be available to students and parents reaching out to them for assistance with lessons during the normal workday, and therefore must have access to wi-fi.
- Times for students to contact their teachers and BTs with assignment questions will be established by each teacher or BT.



- Teachers and BTs who need to take time off during any of the e-learning days will need to inform the Director of Exceptional Learning, and alternatives for the students will be determined prior to the start of the school day.
- It is expected that all teachers and BTs will assure their readiness to deliver instruction through the use of Google Meet, Seesaw, and other supplementary learning venues during a crisis due to the Coronavirus.
- This will require teachers and BTs to assure that they have their laptop or home computer available at the end of every school day, in case school is closed before the start of school the next day.
- Communication with parents will be by email.
- Any teacher who does not have Internet capability at home should inform the Director of Technology immediately, so arrangements can be made to provide such access during an emergency.
- AOWL will schedule times before any emergency arises for teachers to practice the e-learning model with their students, and teachers will be expected to implement those plans.

Administrative Staff

- Administrative staff will be expected to work on projects from home. Administrative staff may be needed to assist with communications between parents/students and teachers or administrators.
- This will require all admin staff to assure that they have their laptop or home computer available at the end of every school day, in case school is closed before the start of school the next day.
- The Front Office Manager will take home the CBI cell phone at the end of each day as calls coming into the school will be forwarded to the CBI cell phone.
- Administrative staff that are unable to perform normal duties during school closures may be given special assignments as the need arises.
- Administrative staff that are able to perform normal duties at home are expected to do so.
- Admin staff will ensure that the staff roster information on Gradelink is up-to-date, as your work extensions will be forwarded to your cell phones.
- Any staff member may be called into clean the building prior to re-opening.

Teacher and Behavior Therapist Collaboration via Google Meet

- Teachers and BTs are encouraged to share lessons and can communicate which activities they have added to the Shared Drive.
- Teachers and BTs can also collaborate via
 - Google Hangouts/Facetime,
 - Google Docs/Slides,
 - Email and phone

Technology Department Role

- The Technology Department will support teachers' and BTs' efforts to communicate with students and students' families, organize curriculum for online delivery, and enable teachers to facilitate the collection and assessment of student work.
- Non-functional (broken) devices will be addressed by the parent/guardian. Students requiring an exchange of a device may request it by emailing Ms. Georgette at georgette.benton@aowl.org. She may or may not be able to replace the device depending on the reason for school closure or the level of quarantine. Students are encouraged to be very careful with their electronic devices.



- The Technology Department will manage all essential services and critical functions (and can do so remotely).
- The Technology Department would play an active role in the distribution and monitoring of technology (iPads/Chromebooks) throughout the closure.
- The Technology Department will forward admin staff work extensions to their cell phones.
- The Technology Department will forward calls coming into the mainline (952-737-6900) to the CBI cell phone.

AOWL will assure that employees will be paid on time during any emergency or school closure.

Athletic events, musical events, dramatic events and other major functions

- Unless MDH closes the school, AOWL will continue to have athletic, musical and dramatic events, as well as major functions that have been scheduled in advance.
- If the school where students who are participating in these activities is closed due to the prevalence of the Coronavirus, AOWL students would not be allowed to participate in the respective events.

Communications

- AOWL is committed to regular communications with parents and the community.
- A clear and detailed communications plan for the various scenarios related to possible school closings or disruptions has been developed and will be implemented.
- Phone calls into AOWL will be forwarded to an administrators' home or cell phone.
- Parents are encouraged to contact AOWL with educational questions or rumors about the illness possibly being in Minnetonka or the surrounding area.
- Parents who are concerned about the virus itself should contact the Minnesota Department of Health hotline at 651-201-5414.

Transportation

- The Breck Bus will be available to AOWL students as long as their school remains open.
- If AOWL closes, there will be no need for bus service.

General practices to help prevent the spread of the Coronavirus

AOWL continues to encourage students, staff members and volunteers to follow the measures below to avoid contracting the Coronavirus and avoiding the spread of it if they unknowingly have it:

- Washing hands frequently with soap and water for a minimum of 20 seconds each time,
- Covering their coughs by coughing into their arm or a tissue which can be thrown away—not hands,
- Staying home when sick,
- Avoiding touching their face with unwashed hands.
- Hand-shakes, high-fives and touching of each other is discouraged.
- Touching unclean objects (like door handles and faucet handles) with clean hands should become an issue of awareness.
- Accessing sanitizers, wipes and handsoap available in classrooms is encouraged.