



SAFE RETURN TO IN-PERSON LEARNING PLAN 2021-2022

The mission of Lionsgate Academy is to foster self-determination by providing a transition-focused, personalized education for all, specializing in educating learners on the autism spectrum.

Independent School
District 4183

August 2021
(Updated February 2022)

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“A PLACE TO LEARN, A PLACE TO TRULY BELONG”

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February 3, 2022

To our Lionsgate Community,

As of this date, I am proud to say that Lionsgate has had only 2 Covid-related closures this year. I want to thank our staff and our families for their flexibility and resilience as we adjust to our new normal. I firmly believe that our transmission rates at school are low due to the efforts of all of us to establish and abide by the best science available.

This updated document highlights some of the changes that we have made to our plans. Those changes have aligned with best practices recommended by the CDC, the Minnesota Department of Health, and the Minnesota Department of Education.

Again, we extend a special thank you to Dr. Pia Prenevost, our Licensed School Nurse, whose wisdom and expertise in public health have informed many of our decisions.

We continue to pledge to do the best we can to maintain the health and safety of this community, communicating frequently and transparently as situations arise. Further, we pledge to do our best to create meaningful learning in whatever model we find ourselves. Together we will weather the storm.

Sincerely,

Diane Restorff, Ph.D.
Executive Director,
Lionsgate Academy

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Record of Changes/Updates

Date	Section	Notes
1/25/22	Lionsgate Academy COVID-19 Face Covering Expectations	Updated (temporary) masking policy - page 16
1/25/22	Exclusion Criteria for In-person Learning	Added updated policy on isolation/quarantine for positive cases and close contacts - page 27
1/25/22	Exclusion Criteria for In-person Learning	Added section about test to stay programs - page 35
1/25/22	Exclusion Criteria for In-person Learning	Updated isolation/quarantine for staff - page 33

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LIONSGATE ACADEMY

SAFE RETURN TO IN-PERSON LEARNING PLAN

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2021-2022 Planning Guidance for Lionsgate Academy

Purpose & Introduction

Lionsgate Academy takes the health and safety of our students and staff very seriously. With the spread of the coronavirus or “COVID-19,” a respiratory disease caused by the SARS-CoV-2 virus, Lionsgate must remain vigilant in mitigating the outbreak. Complicating our efforts to keep students and staff safe, the COVID-19 virus is mutating and producing variants that present new challenges. In order to be safe and maintain operations, we have developed this Safe Return to School and COVID-19 Preparedness Plan to be implemented, to the extent feasible and appropriate, throughout Lionsgate Academy

This Safe Return to School and COVID-19 Preparedness Plan follows the Best Practice Recommendations for COVID-19 Prevention in Schools for the 2021-22 School Year, developed by the Minnesota Department of Health. In accordance with the Best Practice Recommendations, this document addresses:

- Promoting Vaccinations
- Lionsgate Academy COVID-19 Face Covering Expectations
- Routines of Hygiene Education and Practices;
- Daily Cleaning and Frequent Cleaning of High Touch Surfaces throughout the Day;
- Building Ventilation;
- Management of COVID-19 and Health Exclusion Criteria at Lionsgate Academy
- Contact Tracing
- Physical Distancing;
- Drop-off, pick-up and delivery practices and protocol; and
- Communications and training practices and protocol.

Vision

Lionsgate Academy prioritizes in-person learning in a safe environment. Lionsgate is committed to providing in-person learning for the upcoming school year. As part of our preparation, we will maintain a plan to implement three models of education: in-person, hybrid, and distance if the situation demands a change from in-person learning. However, Lionsgate’s program is best implemented in person. Families who require a distance option for the school year should reach out to the director of student services for help with placement outside of Lionsgate Academy. Guiding Principles

- Student and staff health and safety are paramount
- In-person learning is the most effective model for Lionsgate students
- Communication will be frequent, honest and transparent
- All families are unique in their strengths and needs
- The voices of families and educators are essential in guiding our school
- Plans change
- Mistakes will be made and we will work to learn from them and do better

Responsibilities

Plan Administrator

The Lionsgate Academy Safe Return to School and COVID-19 Preparedness Plan is administered by the Executive Director, Dr. Diane Restorff, who maintains the overall authority and responsibility for the plan. However, leadership and all staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this Safe Return to School and COVID-19 Preparedness Plan. Lionsgate's leadership team has the full support of the Executive Director in enforcing the provisions of this plan.

Leadership

The leadership team will set a good example by following this Plan at all times. This involves practicing good personal hygiene to prevent the spread of the virus. The leadership team encourages this same behavior from all staff.

Staff, Students, and Families

Lionsgate is asking every one of our staff, students and families to help with our prevention efforts while at school. In order to minimize the spread of COVID-19, all members of the Lionsgate Community must play their part. This plan describes the various best practices that must be followed by all staff, students and families.

Promoting Vaccination

Lionsgate Academy relies on science to make decisions regarding the health and safety of our staff and students. Based upon the best resources available, vaccination is the best tool to combat the spread of COVID-19. Lionsgate urges all students, staff and families to avail themselves of the COVID-19 vaccination.

One of the benefits of a vaccinated community is the easing of restrictions regarding facemasks when community transmission rates are low. Based on the concept of herd immunity (explained below), Lionsgate will not require facemasks for students and staff of any building/program - Minnetonka, AIM, Shoreview, Lynx where 80% of the combined population of students and staff are up to date¹ on COVID-19 vaccinations. This program is entirely voluntary. Staff may submit proof of vaccination to HR and our health staff will track vaccination status of students through MICCS. The community will be frequently updated on the current staff & student vaccination percentage.

¹ Up to date means a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.

Lionsgate Academy COVID-19 Face Covering Expectations

The Centers for Disease Control (CDC), Minnesota Department of Health (MDH), and the American Academy of Pediatrics (AAP) have all recommended that students, teachers, and staff wear masks during school and for extracurricular activities. However, at this time, (August 2021) there is no statewide mandate for schools to mask, leaving the decision to each individual district or charter school. As Lionsgate prepares for our fall in-person opening, we have considered a number of factors that include the number of students and staff currently vaccinated against COVID-19, current rates of transmission within the area, and other potential risk factors unique to our community.

Factor One: Current Vaccination Rates of Lionsgate Community

When the novel coronavirus (COVID-19) first emerged, initial estimates suggested that a population vaccination rate of about 70% would allow for larger community transmission protection via a mechanism that is often referred to as “herd immunity.” (A discussion of herd immunity can be found in [this article](#) out of Johns Hopkins Bloomberg School of Public Health.) The CDC’s initial estimates for herd immunity ranged from a 70-90% vaccination rate for the virus that causes COVID-19. These initial estimates were related to how contagious the original virus was, as the level of contagion influences how much a specific population needs to be immune before you can achieve “herd immunity.” At this time, the delta variant is up to 60% more transmissible than the original strain, and while immunology experts are still working out their calculations, the CDC has stated that a higher 80-90% vaccination rate may be needed in light of the delta variant of COVID-19. Therefore, up to date vaccination status of 80% or higher will be utilized to help determine masking requirements during times of moderate community transmission rates (see below).

Factor Two: CDC Transmission Rates

The students and staff at Lionsgate Academy reflect a larger geographic and community of origin than many districts in our state, pulling from 11 counties across the Twin Cities, and making local transmission rates complicated to monitor in totality. Therefore, we will consider the current rates of transmission of the three counties from which we draw the majority of our students: Anoka, Hennepin, and Ramsey. The CDC assesses risk by looking at the total number of cases per county per 100,000 persons and the percent change (up or down) in cases in the last week. We will use the transmission rate that is ranked the highest among the three counties for purposes of determining our masking status. Utilizing the [CDC COVID Data Tracker: COVID-19 Integrated County View](#), masking requirements will be dictated by transmission rates as follows:

LOW County Transmission Rates

- Masking is optional for all students/staff, regardless of vaccination status.

MODERATE County Transmission Rates

- LGA programs/campuses with an 80% or higher vaccination rate will have recommended, but optional masking policy.

- LGA programs/campuses with less than 80% vaccination status will be required to wear masks.

SUBSTANTIAL or HIGH County Transmission Rates:

- Masking required for all students and staff regardless of vaccination status.

Factor 3: Novel or Variant Virus Status

The landscape of viral transmission and its impact has changed as we have different variants coming into play. As stated previously, the delta variant of COVID-19 is significantly more infectious than previous strains, although not inherently more virulent. Future variants may be even more infectious or more likely to lead to severe illness or death. Therefore, consideration of what strains are currently circulating in the community, our evolving knowledge of these strains, and their potential impact on the health and wellness of our students and staff will be a factor in decision making and could trump other factors if the risk is deemed too high.

A final note about masking: According to new guidance from the Minnesota Department of Health and the CDC:

“...in the K–12 indoor classroom setting, the close contact definition excludes students who were within 3 to 6 feet of an infected student (laboratory-confirmed or a [clinically compatible illness](#)) if both the infected student and the exposed student(s) [correctly and consistently](#) wore well-fitting [masks](#) the entire time.”

Universal masking allows us to increase the likelihood of students staying in school and avoiding prolonged time in quarantine. Therefore, when community transmission is up, masking keeps students and staff in school.

Review of Vaccinations and Community Transmission Rates:

While we will continue to monitor vaccination rates and county transmission rates, “moving the dial” will be assessed on a biweekly basis and any changes will be announced via standard Lionsgate communication channels (newsletter, Facebook page, website).

How will Vaccination Rates be Tracked?

For students, school health staff will review the Minnesota Immunization Information Connection (MIIC) system to verify if students have received the COVID-19 vaccination. Any family who has reason to believe that their vaccinated student would not be reported in MIIC should reach out to our licensed school nurse, Pia Prenevost at pprenevost@lgamn.org. This might be the case for a student who was vaccinated out of state or at their doctor’s office if the office did not report to MIICS.

For staff, proof of vaccination (vaccination card or vaccination record) should be emailed to hr@lgamn.org by August 11, 2021, or upon completion of vaccination. Human resources will maintain a confidential record of employees’ vaccination status. Employee vaccination information will not be shared outside of the Human Resources department and the District School Nurse. The formula for determining the rate of vaccination for a campus/program is:

N Students Vaccinated + N Staff Vaccinated X 100

Total N of Students and Staff

Participation in the vaccine count to determine masking is voluntary. However, masking will be required of all persons in buildings/programs that do not have an 80% documented up to date vaccination rate.

Both the CDC and the Minnesota Department of Health recommend face covering to help prevent the spread of COVID19. Information about face coverings, including cloth masks and face shields can be found via the following links:

[Masking Recommendations for Child Care and Schools: COVID19](#)

[Journal of the American Medical Association article \(Face Shields\)](#)

For purposes of this policy, face coverings are defined as any of the following:

- Cloth face masks
- Disposable face masks
- Face shields
- Gaiter style masks

Face masks should cover the mouth and nose. Face masks positioned exclusively over the chin or mouth only are not effective at decreasing droplet transmission. Persons wearing face masks should don and doff the masks via the straps and should not touch the exterior surface of the face mask. Cloth Face masks and gaiter style masks should be washed daily.

Given the unique nature of our student population, face coverings are both difficult to wear and essential to protect our school community. Therefore, the following protocols are to be followed:

Staff Face Covering Expectations (Updated 8/4/21)

Until an 80% up-to-date vaccination rate is achieved by staff and students in a program, and community transmission rates for Hennepin, Anoka and Ramsey counties fall below “high,” all staff must wear a face covering while in the presence of other staff or students, except when eating or drinking. Eating or drinking, however, should be confined to break times and staff should attempt to remain 6 feet away from others during breaks and meals while their face is uncovered. Face shields are allowed and are recommended for instructional times when staff can remain socially distanced from students but it is a priority for students to be able to see the staff’s face (e.g. lecturing to students). Face masks are encouraged for times when staff-student distance is less than 6 feet. However, either option is available for staff to use depending on the constraints of the situation. A face shield or safety glasses, along with a mask, is highly recommended.

Student Face Covering Expectations

Until an 80% up-to-date vaccination rate is achieved by staff and students in a program and community transmission rates for Hennepin, Anoka and Ramsey counties fall below “high,” per guidance from the Minnesota Department of Health, face coverings are for students required unless there are medical or

developmental concerns that prevent the safe use of a face covering. The school will provide one (1) reusable mask per student, but students are allowed to use their own face covering if they choose. Students may also choose to wear a face shield if they cannot tolerate a face mask. If a student cannot tolerate either a face mask or face shield due to sensory issues, that student will be allowed to abstain from wearing a face covering. However, this must be approved by the district nurse and arranged with the case manager or Principal, and plans to protect the community may be implemented. Masks can be removed for eating and drinking, but it is strongly encouraged to maintain a 6 foot distance during eating times. Additionally, face masks can be removed during periods of physical activity (gym) but social distancing must be maintained and staff are encouraged to hold gym classes outside or in large spaces.

Temporary Masking Requirements: January 24, 2022 - February 18, 2022

In order to help decrease the transmission of the omicron variant of COVID in the school during this peak, a focused use of more effective masks will be implemented.

1. Students who do not have a mask exemption will be asked to wear a medical/surgical mask ("paper mask") while in school or on the van from January 24 through February 18. Cloth masks may be worn on top of the medical/surgical masks for added protection. Parents who wish to supply their students with KN95 or N95 masks may do so if they wish to. The school has purchased 10,000 surgical masks and will distribute them to students daily.

Visitor Face Covering Expectations

Non-essential visitors are discouraged until the end of the pandemic. All parents, guardians, and visitors to Lionsgate Academy campuses must be approved by building administration. All visitors will be required to wear a face mask while in the building and must complete a screening process, regardless of vaccination status or the status of face coverings for the building. LGA staff have the right to refuse entry to visitors at any time.

PPE for Direct Support Student Services

Staff members who provide toileting support for students who do not or cannot mask and social distance will be provided with the following Personal Protective Equipment:

- Disposable face mask,
- Face shield or goggles
- Isolation gown
- Gloves

Gowns will be laundered daily. Training on proper donning and doffing of PPE will be provided by LGA Nursing Staff.

LGA Mask Exemption Protocol

There are mask exemptions available for people who have medical or other health conditions, disabilities or mental health, developmental or behavioral needs that make it difficult to tolerate wearing a face covering. Additionally, alternative face coverings, such as face shields, may be considered.

Lionsgate Academy has developed the following processes to determine if a student qualifies for a mask exemption while attending in-person learning. There are two potential pathways to obtaining a mask exemption.

Option 1

Parents can provide the school with a physician's letter stating the need for a mask exemption for medical or other health conditions, disabilities, mental health, or behavioral needs that make it difficult to tolerate wearing a face covering.

Option 2

A team decision can be made between parents, case managers/administrators, and the school nurse to allow for a mask exemption. This decision should consider the following factors:

- Can the student sometimes wear a mask, but needs more frequent mask breaks?
- Can the student tolerate an alternate face covering, such as a face shield or gaiter mask?
- Can staff develop and implement a plan to increase mask wearing?
- Is the inability to wear a mask situation specific (i.e., when escalated)?
- Can the student understand the need to wear a mask in school?
- Is distance learning a safer and appropriate option for the student?

Students who are granted a mask exemption by team decision will need to maintain strict six foot distance from peers at all times. Staff who work with students who have an approved mask exemption should wear PPE while working with the student, including face mask, face shield/goggles, and gown/scrub jacket coverings. Gloves should be worn when touching body fluids such as saliva. Frequent hand washing should be completed by staff. Parents should understand and agree that they are aware that their student has the potential to be at greater risk for contracting contagious illnesses like COVID-19. Finally, parents must follow all in-person learning exception criteria as outlined by the Minnesota Department of Health and as implemented by Lionsgate Academy.

Distance Learning may be the best option when no mask exemption can be granted and interventions designed to help support the student to maintain mask wearing have been unsuccessful. This will be a team decision. For the 2021-2022 school year, students who require a distance learning model will be eligible to enroll in their resident district's distance learning program without forfeiting their place at Lionsgate Academy.

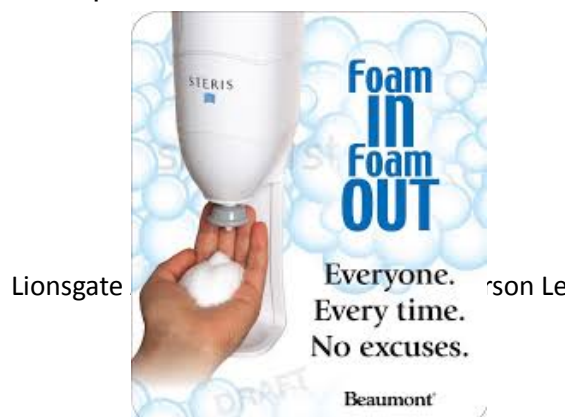
Mask exemptions will be added to the IEP as an accommodation.

Routines of Hygiene Education & Practices

All students, staff, and visitors are asked to engage in strict hand hygiene while on campus in order to minimize the spread of viruses and germs. The following hand hygiene behaviors are recommended:

- Upon entering the building, all persons should foam-in with hand sanitizer at the hand sanitizer stations located at the entrance of each building.
- Frequent hand washing (or hand sanitizer) is encouraged, especially before/after the following activities:
 - o Before/after eating -- Hand washing recommended.
 - o After using restroom -- Hand washing required
 - o After using tissue to blow nose or after touching face/mouth
 - o After touching another person's face/mouth/nose/private parts
 - o After physically touching others
 - o After using equipment used by others (fitness center/library)
- Hand Sanitizer Stations: Minnetonka, Shoreview, AIM
 - o Hand sanitizers are installed at the entrance of each classroom across all three campuses. Students are required to foam-in upon arriving at each class as they are able. Students who cannot foam-in independently will receive adult assistance.
 - o Center-based rooms and science classrooms can alternately utilize the sinks in the classrooms to wash hands upon arrival.
 - o Hand wipes will be made available for center-based students.
 - o Social distancing should be maintained during hand hygiene activities.
 - o Lynx will NOT have hand sanitizer stations installed at this time (see below for special Lynx guidance.)
- Bathroom Monitoring
 - o It is recommended that staff be stationed at the shared bathroom spaces between classes to encourage hand washing and social distancing in the bathroom spaces.
- Lynx Guidance
 - o Staff will be provided small pocket-sized hand sanitizer bottles to utilize throughout the day for hand hygiene.
 - o Hand sanitizer bottles should be locked up or monitored by staff.
 - o Hand washing and use of hand sanitizer should mirror the same occasions and frequency as other programs noting that additional direct staff support and monitoring is expected to complete task.
- Signage and Staff Guidance
 - o Signage is available in all bathrooms regarding the hand washing process.
 - o Signage is available at all hand sanitizer stations along with expectations.
 - o Staff should monitor students as they enter the classroom to ensure foam-in process has occurred.
 - o Staff should monitor students throughout the day to ensure they are engaging in good hand hygiene.

Example:



LGA Supportive Diapering and Toileting Protocol

Some students need support with toileting due to incontinence/encopresis related to either delayed toileting skills or accidents. The following protocol will cover three areas of supportive toileting: adult-supported toileting, accident clean up, and full-support toileting/diapering.

Adult-supported toileting: Toileting in which the student has reached semi-independence but may need support with activities such as removing clothing, getting seated and remaining seated, wiping after bowel movement, dressing, and hand washing.

Location: These activities can occur in any bathroom.

Protocol

- Enter the bathroom with the student.
- Put on disposable mask.
- Put on gloves.
- Support student in toileting task as needed.
- Support student to wash hands
- Remove gloves and discard in trash.
- Remove mask and discard in trash.
- Wash hands.

Accident Clean-Up: Toileting in which a student has a urine or bowel movement in their clothes (are not diapered) and support is needed to clean up.

Location: Designated Full-support bathroom

Protocol

- Enter bathroom with student
- Put on PPE per protocol (all staff)
- Help student remove soiled clothing.
- Clean up student as necessary, including wiping down or showering if needed.
- Help student toilet as needed and re-dress.
- Double bag soiled clothing and sent home with the student. Contact Family.
- Take off PPE per protocol (see below)
- Wash hands.

Full-support toileting (diapering): Toileting for any student who is urine or bowel incontinent and in diapers.

Location: Designated Full-support bathroom

Protocol

- Enter bathroom with student
- Don PPE per protocol (all staff)
- Position student and remove soiled diaper.
- Clean up student as necessary, including wiping down or showering if needed.
- Throw diaper in diaper trash container.
- Diaper and re-dress.
- Assist student in hand hygiene.
- Take off PPE per protocol
- Wash hands.

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

- 1. GOWN**
 - Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
 - Fasten in back of neck and waist
- 2. MASK OR RESPIRATOR**
 - Secure ties or elastic bands at middle of head and neck
 - Fit flexible band to nose bridge
 - Fit snug to face and below chin
 - Fit-check respirator
- 3. GOGGLES OR FACE SHIELD**
 - Place over face and eyes and adjust to fit
- 4. GLOVES**
 - Extend to cover wrist of isolation gown

USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

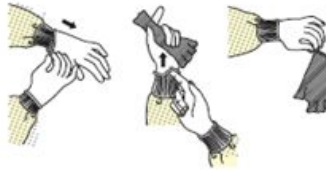



- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene




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SEQUENCE FOR REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE)

Except for respirator, remove PPE at doorway or in anteroom. Remove respirator after leaving patient room and closing door.

- 1. GLOVES**
 - Outside of gloves is contaminated!
 - Grasp outside of glove with opposite gloved hand; peel off
 - Hold removed glove in gloved hand
 - Slide fingers of ungloved hand under remaining glove at wrist
 - Peel glove off over first gloved hand
 - Discard gloves in waste container
- 2. GOGGLES OR FACE SHIELD**
 - Outside of goggles or face shield is contaminated!
 - To remove, handle by head band or ear pieces
 - Place in designated receptacle for reprocessing or in waste container
- 3. GOWN**
 - Gown front and sleeves are contaminated!
 - Unfasten ties
 - Pull away from neck and shoulders, touching inside of gown only
 - Turn gown inside out
 - Fold or roll into a bundle and discard
- 4. MASK OR RESPIRATOR**
 - Front of mask/respirator is contaminated — DO NOT TOUCH!
 - Grasp bottom, then top ties or elastics and remove
 - Discard in waste container

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE



CS23872-A

Daily Cleaning and Frequent Cleaning of High Touch Surfaces throughout the Day

Daily cleaning will be accomplished by classroom teams following the enhanced school/classroom cleaning protocol at the end or the beginning of the school day.

Influenza-like viruses (like COVID-19, Influenza A, Influenza B, and parainfluenza) are typically transmitted via droplets (sneezing, mucus from nose, spit, etc.) and contact (hand-to-hand, hand-to-face, hand-to-surface-to-hand). These viruses can live on hard surfaces from minutes to hours (with some data suggesting COVID-19 can live on hard surfaces for days). Time from exposure to symptoms can be from 2-14+ days, which means that an individual can be shedding the virus for a while before they become symptomatic. Therefore, enhanced cleaning protocols will be established to help prevent the spread of these viruses. These protocols will remain in place until the COVID-19 concerns have passed. These protocols may change as new information is available and new recommendations are made by the Minnesota Department of Health.

DISCLAIMER: This protocol is in no way perfect, but is aimed at harm or risk reduction. Individual spaces may need modified or specialized cleaning protocols. Those will be posted in those spaces as needs arise. Current cleaning supplies will be utilized, but specialized cleaning supplies may become necessary as information and recommendations become available.

Cleaners: MDS data sheets are available in the LGA MDS manual and posted in the cleaning preparation area.

During NON CONTACT STUDENT DAYS

Complete the basic cleaning process below on PERSONAL WORK SPACE and on areas that have been used as community meeting spaces. Wash your hands frequently and do not touch your face.

During STUDENT DIRECT CONTACT DAYS (In person or Hybrid Learning)

Enhanced Cleaning Protocols will encompass three areas:

- Classroom Cleaning
- Large Public Areas
- Building-wide Areas

Classroom Cleaning

PPE: Gloves

Cleaner: GERM-X spray bottles

Since transmission is person-to-person or person-to-contaminated surface, LGA will begin cleaning of high contact hard surfaces in our classrooms after each class. This includes the following:

- Occupied student desks
 - Desks that have been used during the class should be sprayed **at the end of each class** with an approved spray cleaner or wipes. The cleaner needs to be left on the surface for

2-5 minutes before it is wiped off. This time is easily reflected in passing time between classes.

- Desk surfaces can be dried by staff prior to student arrival.
- Desks do not have to be rinsed after spraying.
- Desks that have been used during the class should be scrubbed/wiped down after each class with hot soapy water and microfiber cloths. This can be delegated to students who are able to complete these tasks successfully.
- Desk surfaces can be dried by the students at the beginning of the next class.
- Workstations/Counter Areas that were actively used during class.
 - Spray areas or wipe down with approved cleaners and allow air to dry.

NOTE: Center based rooms will need modified cleaning plans due to the specialized utilization and needs of those environments. These will be developed collaboratively with health office staff, teaching staff and EA support.

More detailed cleaning protocols are available for staff.

Large Public Areas

PPE: Gloves

For purposes of cleaning, Large Public Areas are defined as areas in the school in which students, staff or visitors congregate for periods of time. There are several different areas in our schools that fit this profile. These will be broken down by service use.

- Activity and Eating Spaces: Areas such as the lunchroom or staff break spaces should be cleaned after each use. Lunchroom staff have a set protocol in place to wipe down tables (clean) to remove organic debris. Additionally, tables should be spray misted with approved disinfectant spray and allowed to air dry. It is in the staff's best interest to clean their food prep and eating area. ****
- Media Center: Hard surface areas should be wiped down after class usage and at the end of the day.
- Conference Rooms: Areas that work as primary meeting spaces should be sprayed and wiped down after use. This includes utilized hard surfaces like the conference table.
- Bathrooms: Bathrooms will be cleaned throughout the day by the site's custodian or designee.

Building Wide Areas

High touch surfaces in the building will be cleaned during the day by the site's custodian or designee. This will include public spaces, restrooms, and shared high touch surfaces. Additionally, the staff can support these efforts by actively cleaning these areas when time allows.

PPE: Gloves

Building Wide Areas are shared spaces which have high touch features. This includes surfaces such as:

- Hallway Door Knobs
- Stairwell Railings
- Student Bank Chromebooks ***

- Other recognized high touch features that are unique to each building.
- Spray or wipe procedure should be done **daily** at the end of the day.
- Allow surfaces to air dry.
- *** Chromebooks should be wiped with disinfecting wipes. One wipe can do multiple chromebooks.

Concerns about Implementation:

Implementation of these protocols will be dictated by Campus Principal/Director. The LSN is available to help support the development of staff delegation plans if needed.

- Label your spray bottles.
- Before lunch, direct students to wash their hands before going to lunch
- Monitor the handwashing and bathroom social distancing in between classes.

Classroom Stock Suggestions

- 1 - Approved Disinfectant Spray Bottle**
- 2 - Microfiber Cloths
- 1 - Hand Sanitizer bottles (must contain over 60% alcohol)

*microfiber cloths can be used to dry surfaces but must be washed daily.

** GERM-X RTU Spray

Building-Level COVID-19 Program Coordinator

A building-level Covid-19 Coordinator will be assigned at each campus.

Limiting nonessential visitors/volunteers/external groups

During the 2021-2022 school year, no volunteers or visitors will be allowed in the school building without prior administrative approval. All approved visitors will be required to wear a face mask while in the building and must complete a screening process. LGA staff have the right to refuse entry to visitors at any time.

Large Gatherings/Activities that Don't Allow for Physical Distancing

The guidance from MDE/MDH has been rapidly changing regarding gatherings and activities. Lionsgate will comply with the most recent directives provided through the MDE/MDH. As of 8/10/2021, these directives are available using this link: [COVID-19 Guidance for Festivals, Fairs, and Large Gatherings](#).

Drop off and Pick Up Procedures

All outside persons entering the building, including parents/guardians, must wear a mask while in the building (regardless of vaccination status).

Parents/guardians who are dropping students off after the start of school should accompany the student into the building.

Parents/guardians who are picking up students from school outside of the dismissal window should enter the building to sign the student out. come to the front door of the school. Anyone picking up students must be documented as eligible to pick the student up from school. A photo id may be requested to be shown. Also, LGA staff may request the individual picking up the student to remove a mask or other face covering to aid in identification. Parents/guardians are not allowed to wait for their students inside the school building.

Operations/Facilities

Deliveries

All deliveries to the school should follow contactless protocols where practical. Deliveries may come into the building as needed, but individuals must screen for COVID symptoms and must wear a mask at all times. Individuals with COVID symptoms must stay out of the building at all times.

Ionization Units

Architect Mechanical has installed ionization units in all LGA buildings. Architect Mechanical has completed testing in all of our buildings to confirm these systems are creating 7,000,000 - 83,000,000 ions per cubic centimeters. Based on these figures, it is estimated that the air in all rooms is being cleaned 88% every 30 minutes. Every 45 to 60 minutes 97% of the air is disinfected.

Increased Air Circulation and HVAC Filters

Dampers have been opened wider to bring in more outside fresh air. HVAC filters installed are MERV 13 compliant with CDC recommendation.

Contracted Cleaning

Lionsgate's contracted cleaning service or custodian will ensure that high-touch common areas and classroom surfaces are wiped-down every evening as well as ensuring the highest standards in restroom cleaning.

Limited Classroom Capacity

Room capacity should be kept at 50% of the recommended occupancy per sq. foot. Classroom desks have been arranged 6 feet apart to allow for social distancing. Furniture should not be re-arranged. Allowances for shorter distances can be made in classrooms where closer collaboration is necessary.

Health Services

Updated: Management of COVID-19 and Health Exclusion Criteria at Lionsgate Academy

COVID-19 is marked by a broad range of symptoms. These symptoms overlap with a wide range of other illnesses including the common respiratory viruses like the cold and influenza, as well as gastrointestinal illnesses and other illnesses like strep throat. Additionally, some individuals infected with COVID-19 may be asymptomatic, exhibiting no symptoms yet still spreading the virus. Time from exposure to the virus until “infectious” (entrance of virus into cells and duplication of virus in the body to a viral load able to be transmitted to others) can be anywhere from 2 to 14 days after exposure. Typically, people start shedding the virus 2 days prior to the onset of symptoms, except in the case of asymptomatic people who might not ever show signs of being infected. People can spread COVID-19, regardless if they have symptoms or not.

At this time, it is believed that SARS-CoV-2 -- the virus that causes COVID-19-- is primarily transmitted via droplet transmission. This means that the virus must adhere to a water molecule to travel outside the body. These water molecules are released from our respiratory system via breathing, coughing and sneezing, as well as other bodily fluids (saliva, mucus, etc). The primary route of transmission into a person’s body is through their mouth, nose and eyes. This can occur through inhalation of virus, contact of respiratory droplets on the surface of the eyes, or by contamination of the skin and subsequent transition to the mouth, nose, or eyes (for example, via the hands). Additionally, there are some data that suggest that the virus is found in fecal matter and that it can survive in fecal matter for up to three weeks.

SARS-CoV-2 is considered a novel (or new) virus for human populations. This means that human immune systems do not immediately recognize this virus as a threat, and therefore have no immunity to the virus. As a result, if you are exposed to the virus you are highly susceptible to becoming infected. Infection outcomes can vary, from asymptomatic or mild symptoms to moderate to severe symptoms, including death. Additionally, the long term effects of COVID-19 are still unknown, although there are some data to suggest it can have negative effects on a variety of systems of the body. Since it is early in the pandemic, potential long term effects of the virus are yet to be discovered. The Delta variant, which is currently circulating widely, is 60% more infectious than the original strain, making infection control more important than ever.

Infection Control and Risk Mitigation

Infection control and risk mitigation in the school setting involve a number of essential steps in order to decrease the risk of transmission of COVID-19 in the school. These steps include:

- Strict adherence to **LGA Exclusion Criteria from In Person Learning** for all students and staff as directed by the [Minnesota Department of Health](#) (see below)
- Strict screening of all persons entering the buildings and transportation buses/vans, including temperature checks and COVID-19 screening questions.
- Routine surveillance testing for COVID-19 provided for our staff and students.

- Frequent hand sanitation, including use of hand sanitizers and frequent, scheduled hand washing by all students and staff.
- Wearing of face coverings by all staff and students capable of wearing face coverings is recommended. The addition of a face shield or safety glasses with a mask, is **recommended** for staff. (Students who cannot wear face coverings due to their disability will be assessed on a case-by-case basis, and plans made to enhance cleaning and strict social distancing.)
- Environmental reorganization to increase social distancing of students and staff in the classroom with the goal of providing 6 ft. of physical space between persons.
- Enhanced cleaning in all areas of the building, focusing on high touch areas where transmission of germs is likely to occur.

STUDENTS: LGA Exclusion Criteria for In-Person Learning: COVID-19

The SARS-CoV-2 virus (which causes COVID-19) is:

- Highly contagious
- Easily transmitted
- Has a 2-10 days incubation period
- Shares many symptoms with other respiratory and gastrointestinal illnesses
- Can be given to others by a person who has the infection but no symptoms
- Can range in severity from none/mild symptoms up to serious illness and death

As a result, the Minnesota Department of Health (MDH) has established a [Decision Tree](#) and additional direction for schools in order to mitigate risk for all students and staff. A detailed overview of the criteria for In Person Learning Exclusion is provided via the [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#). We encourage parents, students and staff to review these documents. The purpose of this document is to briefly outline how this direction will be implemented at Lionsgate Academy. The following exclusion criteria will be applied to all staff across the district. It stands as a supplement to CDC and MDH direction and will be modified as needed based on new data from those organizations.

MDH Decision Tree

Lionsgate Academy will follow the guidance provided by the [MDH Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#) for determining exclusion from school for either students or staff, as well as quarantining for positive COVID-19 cases and persons who are close contacts. The determination of whether a staff or student can remain in school for one “less common” symptom will be made by the Licensed School Nurse in collaboration with the Building Nurse(s) depending on a variety of factors related to the nursing assessment, including onset, severity, history, type of symptom, and other mitigating factors. In addition, standard quarantine for close contacts will be 10 days from the last date of contact unless the Licensed School Nurse determines a shortened quarantine is appropriate and will set the terms of that shortened quarantine on a case by case basis.

Contact Tracing and Reporting Illness to the School (Students)

Lionsgate Academy community members are strongly encouraged to report all illnesses (even mild symptoms) to the school. Families can report illness to the attendance line and a follow up illness screening form will be provided to help Health Office staff guide the family on a return to school plan.

If you or a household member test positive for COVID-19, we ask that you contact Pia Prenevost, LSN (651-243-0522; pprevost@lgamn.org). That will begin the process of contract tracing that will allow us to determine what other students/staff might have been in contact with the COVID-19 positive person. Additionally, we are required to report COVID-19 positive cases to MDH. Testing labs in the state are also required to report positive tests to the MDH. MDH will coordinate with us to determine what are the next steps for our community. Prompt reporting allows us to mitigate the possibility of needing to close down a location for an extended period of time as well as stop the potential spread of the virus.

All reports of illness provided to the school are confidential. No names will be shared with other families or staff. We ask that community members who have questions or concerns about their own potential contacts or exposures direct their concerns to the covidcoordinator@lgamn.org.

How to report student symptoms to LGA Health Office

Upon onset of symptoms, call the attendance line at your student's school to report your student out and report date for onset of symptoms.

- Complete LGA Symptom Tracker (found on the LGA website)
- Health Office Staff will be in contact with you within 24 hours (weekdays) in order to provide further instructions on communication of symptoms and develop a Return to School plan.
- All students will be permitted to utilize the Distance Learning format during periods of time when In-person learning is not permitted.

Isolation for COVID-19 Positive Test Result (Students)

The CDC has revised its guidance for isolation for people with a positive COVID result. Please see the [Overview of COVID-19 Isolation in K-12 Schools](#) for more details. These recommendations were updated on January 6th in response to the omicron variant and increase in breakthrough COVID cases. Based on this new guidance, we will be implementing new protocols for students who go out in isolation for COVID. Implementation of new guidelines will begin on January 24, 2022.

Phase One

All students who are positive for COVID-19 will be in home isolation for 10 days from symptom onset or positive test date, depending on which is first and can return after 10 days if they are fever free for 24 hours and symptoms have improved.

Exceptions: Students who are immunocompromised will continue with a 10 day isolation.

Quarantine for Close Contact Exposure to COVID-19 (Students)

The new CDC guidance recommends three options for persons who are close contacts of a COVID positive person. Please see [Overview of COVID-19 Quarantine in K12 Schools](#). Implementation of new guidelines will begin on January 24, 2022.

IMPORTANT NOTE: Per new CDC guidance, **vaccinated but not boosted** students should quarantine for a minimum of 5 days if exposed. MDH has stated that implementation of this new guidance can be held to allow families an opportunity to get their students boosted. We are holding implementation of this guidance until **March 2, 2022** to give our families an opportunity to get their student a booster. **However, students who have not been boosted WILL have to quarantine if there is a COVID positive exposure in their household, as breakthrough cases are extremely high in households with positive COVID cases.**

Phase One

Option 1: For Vaccinated students or COVID in last 90 days (not symptomatic)

- May continue to go to school as usual, wearing a mask at all times.
- It is recommended they be tested 5 days from exposure and monitor for symptoms.

Option 2: For Unvaccinated students who have not had COVID or has a previous COVID > 90 days (not symptomatic)

Quarantine options:

Reliable Mask-Wearing Students:

1. Stay out for 5 days of quarantine. If, after 5 days there are no symptoms of COVID and your student tests negative on day 6, your student can be in school while wearing a well-fitting mask and monitoring for symptoms. Any symptoms of COVID that develops would require going home and completing the remaining days of quarantine at home

Inconsistent Mask-Wearing Students:

1. Students will be out on a 7 day quarantine with a required negative COVID test on day 5 of the quarantine and no symptoms during the 7 days out.
2. Students who do not wish to test on day 5 will have a 10 day quarantine and can return if they have no symptoms.

STAFF: LGA Exclusion Criteria for In-Person Learning: COVID-19

The SARS-CoV-2 virus (which causes COVID-19) is:

- Highly contagious
- Easily transmitted
- Has a 2-10 days incubation period
- Shares many symptoms with other respiratory and gastrointestinal illnesses
- Can be given to others by a person who has the infection but no symptoms
- Can range in severity from none/mild symptoms up to serious illness and death

As a result, the Minnesota Department of Health (MDH) has established a [Decision Tree](#) and additional direction for schools in order to mitigate risk for all students and staff. A detailed overview of the criteria for In Person Learning Exclusion is provided via the [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#). We encourage parents, students and staff to review these documents. The purpose of this document is to briefly outline how this direction will be implemented at Lionsgate Academy. The following exclusion criteria will be applied to all staff across the district. It stands as a supplement to CDC and MDH direction and will be modified as needed based on new data from those organizations.

MDH has broken down its Decision Tree COVID-19 Symptoms into two categories: “More common” and “Less common” symptoms.

More Common Symptoms include one or more of these symptoms:

- Fever 100.4 and higher
- New onset or worsening* cough
- Difficulty breathing
- New loss of taste or smell

Less Common Symptoms include two or more of these symptoms:

- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pain
- Excessive fatigue
- New onset of a severe headache
- New onset of nasal congestion or runny nose

MDH recommends that close contact persons get tested 5-7 days after exposure.

Contact Tracing and Reporting Illness to the School (Staff)

Staff must report illness and/or a positive household member by completing the COVID-19 Daily Screener Form found on Info Central and following the procedure(s) indicated on the form. Additionally, we are required to report COVID-19 positive cases to MDH. Testing labs in the state are also required to report positive tests to the MDH. MDH will coordinate with us to determine what are the next steps for

our community. Prompt reporting allows us to mitigate the possibility of needing to close down a location for an extended period of time as well as stop the potential spread of the virus.

All reports of illness provided to the school are confidential. No names will be shared with other families or staff. We ask those who have questions or concerns about their own potential contacts or exposures direct their concerns to covidcoordinator@lgamn.org

Staffing at Lionsgate is important to the health and safety of all. For each model and building, the following number of staff is an estimate of safe staffing levels for each model. *It should be noted that these numbers are an informed estimate and subject to change.* These are minimum numbers for classroom teachers, educational assistants (EAs) and SRT (support and response team) members. Case managers and support service personnel are not included.

Isolation and Quarantine Options for Staff at LGA

Definitions

Isolation: period of time that a COVID positive person needs to stay home and away from others.

Quarantine: period of time that an individual who is exposed to COVID-19 should limit interactions with others.

Isolation for COVID-19 Positive Test Result (Staff)

The CDC has revised its guidance for isolation for people with a positive COVID result. Please see the [Overview of COVID-19 Isolation in K-12 Schools](#) for more details. These recommendations were updated on January 6th in response to the omicron variant and increase in breakthrough COVID cases. Based on this new guidance, we will be implementing new protocols for staff who go out in isolation for COVID.

Upon receiving a positive COVID test, staff will follow the following protocol:

1. Leave the building if onsite and contact HR/supervisor.
2. Staff will fill out [contact tracer](#) form with special attention to Date Symptoms Started, Date Tested Positive, and School/WorkContacts in the Two Days Prior to Symptom Onset or Test Date.
3. Staff will fill out the [Symptom Tracker Form](#) **every day** for the first 5 days of isolation.
4. Covid Coordinator will track symptoms and collaborate with District RN and HR to determine if the responses from staff allow them to test and return to campus. The Covid Coordinator will reach out to notify staff of their Return to Work plan.
5. If the staff is asymptomatic or has minimal symptoms (one to two minor symptoms) that resolves by day 5, they may schedule an appointment with LGA COVID Testing office

and must test the morning of day 6 (or first day back). Testing is completed using an antigen test per CDC recommendations. Appointments can be made here:

- a. [SHV Campus testing](#)
 - b. [MTKA Campus testing](#)
 - c. AIM test at AIM
6. If the staff tests negative on day 6 and continues with minimal/no symptoms, they may return to work that day and must wear a school-provided KN95 or N95 mask for the remaining 5 days of the contagious period. These staff must eat lunch and have other unmasked times in isolation.
 7. If the staff test positive on day 6, continue to have symptoms, or develop symptoms on days 6-10, they will stay home and complete the 10 full days of isolation.

Exceptions: Staff who are immunocompromised should continue with a 10 day isolation.

Quarantine for Close Contact Exposure to COVID-19

The new CDC guidance recommends options for persons who are close contacts of a COVID positive person. Please see [Overview of COVID-19 Quarantine in K12 Schools](#). At Lionsgate we will follow the following protocol:

For Vaccinated and Boosted Staff/ COVID in the last 90 days:

- May continue to work as usual, wearing a mask at all times.
- It is recommended they be tested 5 days from exposure and monitor for symptoms.
- If you had COVID in the last 90 days but are symptomatic, stay home and get tested.

For Vaccinated - not boosted; Unvaccinated; Previous COVID > 90 days:

[MDH guidance](#)

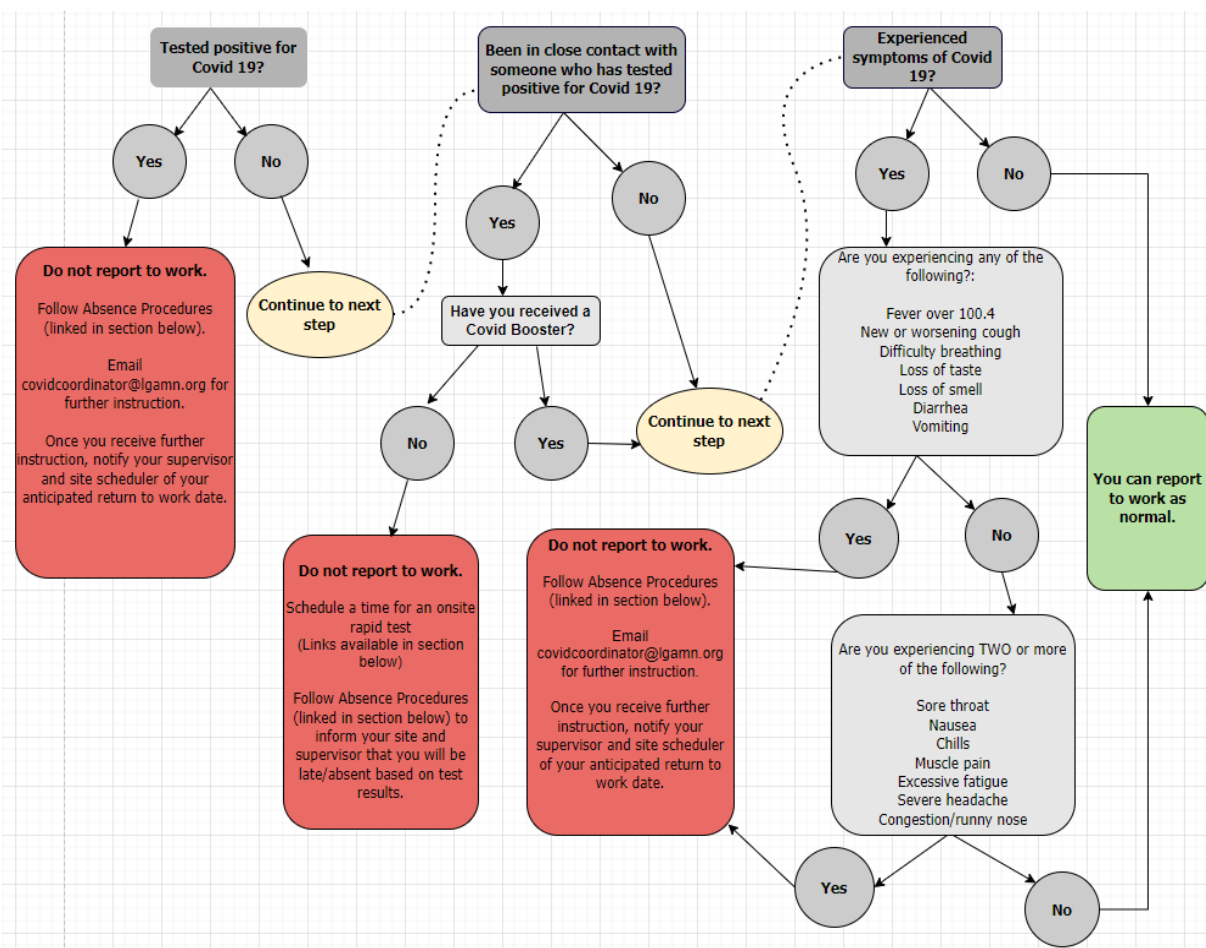
Participate in the Test to Stay Protocol for Close Contacts beginning on the day after you are notified that you are a close contact.

Test To Stay Protocol: The Test to Stay protocol is developed in order to allow close contacts to continue to work while closely monitoring their potential to transmit COVID-19. This protocol has the following requirements

1. No symptoms
2. Regular COVID negative tests
3. Medical mask/N95/KN95 wearing while in the building
4. Lunch, breakfast and other mask-free times must be in a private space without others
5. If you develop symptoms or test positive for COVID, you will need to go home and contact HR.

Process:

1. Report to the Health Office for specialized medical masks (N95, KN95). Mask needs to be worn for the next 10 days when on campus when not alone or eating. Strict adherence to this is required.
2. Test for Covid on Day 1, Day 3, and Day 5 or 6 of quarantine. Schedule your tests on your specific campus with the Covid Coordinator.
3. Complete [Daily Symptom Checker](#) each day you work for the 10 days of quarantine.
4. Complete the [LGA Covid-19 Testing Demographics Form](#) every day you Test for COVID. THIS IS A REQUIREMENT FOR TESTING AND MUST BE COMPLETE BEFORE YOU TEST.



Test-to-Stay Protocol

Test-to-Stay is a program for staff who are exposed to COVID, and is an alternative to quarantine. Staff who need to Test-to-Stay will be notified by the Covid Coordinator and arrangements made to participate in the program.

Before you come to work *each day* of your Test-to-Stay period:

- Before 7am, complete the [LGA Symptom Tracker](#) . If you have any symptoms listed, DO NOT REPORT TO WORK. Immediately follow [Absence Procedures](#) to notify appropriate parties of your absence, and email covidcoordinator@lgamn.org.
- Complete [LGA Covid-19 Testing Demographic Form](#) *before* reporting to work each day you are testing onsite

Once you arrive to work:

- Wear your school provided KN95 mask before entering the building
- Report for your testing appointment at the designated location. Note: preference for earlier appointments at Shoreview will go to AIM staff.
- Complete school approved rapid test daily with Covid Coordinator or School Nurse
- Report to work as usual, following masking protocols and continuing to monitor for symptoms.
- If your test is **POSITIVE**, you will be contacted by nursing staff or covid coordinator. If your result is **negative**, you will **not** receive any communication.

While at work:

- Staff can return to work wearing their KN95 mask as the test processes.
- If test result is negative, you may continue to work onsite if:
 - No symptoms from Daily Screener are present
 - You wear the school provided KN95 mask for full day of work (exceptions: mask breaks, eating, drinking when isolated in a closed room or further than 6 feet apart from other people outdoors)
- **If you become ill/symptomatic while working onsite:**
 1. Leave the building immediately and notify supervisor/scheduler of your absence
 2. Email covidcoordinator@lgamn.org for further instruction prior to leaving the site. If you do not have access to email, call Makiera Broen at 651-212-5091.
 3. Wait outside until you receive further instruction.

Technology

Lionsgate will provide each student with one Chromebook for use only for school activities. The care of the Chromebook and the charger are the responsibility of the family. Students who deliberately damage their Chromebook may not have immediate access to a replacement device. Families are expected to monitor their student's use of the Chromebook.

During in-person learning, each school will determine a Chromebook policy that may or may not allow students to bring their devices back and forth from school to home. During Hybrid Learning, students coming in person will be expected to bring their Chromebook to school each day and then bring it home. In the event that school has to close, students will need to be prepared for distance learning to resume.

The student will be responsible for charging their Chromebook at home. It is recommended that the student set up a place in the home where they can charge their Chromebook in the same location, to help establish a familiar routine. This means the student should not bring their charger to school. There will be a limited amount of chargers available at school for topping off batteries throughout the day, so it is important that students fully charge their Chromebooks each day before school.

Since students are going to be responsible for safely carrying their Chromebooks home and back, it is recommended that they have a padded sleeve or bag in which to carry the Chromebook.

The school will use its firewalls and the Go-Guardian program to monitor student's internet browsing. Lionsgate employs Go-Guardian to keep students safe online. Alerts will be sent to building principals when a student's browsing indicates that they have landed on a page with inappropriate content. Case managers will reach out to families if a Go-Guardian alert is flagged. Certain very popular sites are blocked during school as they have minimal contribution to education that cannot be accomplished through our Safari Montage subscription. It is important for students to know that access to YouTube is blocked on the school's Chromebook.

Chromebooks are NOT the property of the student. All students will be expected to bring their Chromebooks back to school when either an in-person or hybrid model resumes.

Families with no internet access should contact the school.

Learning Systems

Lionsgate Academy employs a Google Platform and teachers use Google Classroom.

Public Comment

Any person may make public comment regarding this plan via the email - covid.info@lgamn.org.

Answers to questions made via the email will be posted to the Lionsgate website [Covid Questions and Comments](#).

Appendix A – Staff Specific Details relating to Lionsgate Academy’s Safe Return to School and COVID-19 Preparedness Plan

Information is provided in this appendix to address the following with regard to staff at LGA:

- Communication and Training
- OSHA Recordkeeping
- Confidentiality/Privacy

Communication and Training

This Safe Return to School and COVID-19 Preparedness Plan has been communicated via email and the Lionsgate Academy website to all Lionsgate staff, and necessary training has been provided. Additional communication and training will be ongoing via online platforms, email and in-person as allowed. Training will be provided to all staff who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all staff, students and visitors about protections and protocols, including:

- Social distancing protocols and practices;
- Drop-off, pick-up and delivery procedures
- Practices for hygiene
- Recommendations or requirements regarding the use of masks, face-coverings and/or face-shields staff, students and visitors.

All staff, students and visitors will also be advised not to enter the school if they are experiencing symptoms or have contracted COVID-19.

Building principals and all other supervisors are expected to monitor how effectively the program has been implemented; any concerns will be communicated to the COVID-19 District Coordinator, Heather Adams, who will inform the COVID-19 district committee immediately. All leaders and staff are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This Safe Return to School and COVID-19 Preparedness Plan has been certified by Lionsgate leadership and the Plan has been made readily available to all staff and families. It will be updated as necessary by the COVID-19 district coordinator under the auspices of the district COVID-19 committee.

OSHA Recordkeeping

If a confirmed case of COVID-19 is reported, Lionsgate will determine if it meets the criteria for recordability and reportability under OSHA’s recordkeeping rule. OSHA requires employers to record work-related injuries and illnesses that meet certain severity criteria on the OSHA 300 Log, as well as complete the OSHA Form 301 (or equivalent) upon the occurrence of these injuries. For purposes of COVID-19, OSHA also requires employers to report to OSHA any work-related illness that (1) results in a

fatality, or (2) results in the in-patient hospitalization of one or more employees. “In-patient” hospitalization is defined as a formal admission to the in-patient service of a hospital or clinic for care or treatment.

OSHA has made a determination that COVID-19 should *not* be excluded from coverage of the rule – like the common cold or the seasonal flu – and, thus, OSHA is considering it an “illness.” However, OSHA has stated that only confirmed cases of COVID-19 should be considered an illness under the rule. Thus, if an employee simply comes to work with symptoms consistent with COVID-19 but is not a confirmed diagnosis, the recordability analysis is not necessarily triggered at that time.

If an employee has a confirmed case of COVID-19, Lionsgate will conduct an assessment of any workplace exposures to determine if the case is work-related. Work-relatedness is presumed for illnesses that result from events or exposures in the work environment, unless it meets certain exceptions. One of those exceptions is that the illness involves signs or symptoms that surface at work but result solely from a non-work-related event or exposure that occurs *outside* of the work environment. Thus, if an employee develops COVID-19 *solely* from an exposure outside of the work environment, it would not be work-related, and thus not recordable.

Lionsgate’s assessment will consider the work environment itself, the type of work performed, the risk of person-to-person transmission given the work environment, and other factors such as community spread. Further, if an employee has a confirmed case of COVID-19 that is considered work-related, Lionsgate will report the case to OSHA if it results in a fatality within 30 days or an in-patient hospitalization within 24-hours of the exposure incident.

Confidentiality/Privacy

Except for circumstances in which Lionsgate is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others. Lionsgate reserves the right to inform other employees that an unnamed co-worker has been diagnosed with COVID-19 if the other employees might have been exposed to the disease so the employees may take measures to protect their own health. Lionsgate also reserves the right to inform vendors/suppliers or visitors that an unnamed employee has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their own health.

Appendix B – Additional Resources

[MDH COVID-19 Attendance Guide for Parents and Families](#)

[Home Screening Tool for COVID-19 Symptoms](#)

[What To Do When Notified of a Lab-Confirmed Case of COVID-19 in a School or Child Care Setting](#)

[CDC FAQs](#)

[CDC: Isolation and Quarantine](#)

[COVID-19 Test at Home \(PDF\)](#)

[MDH Videos for COVID-19](#)

Staff Resources – See Staff COVID-19 Information page on Info Central

Appendix C - Contingency Planning for Learning Model Shifts

Continued on next page

LIONSGATE ACADEMY

MINNETONKA ◦ SHOREVIEW ◦ LYNX ◦ AIM

Distance

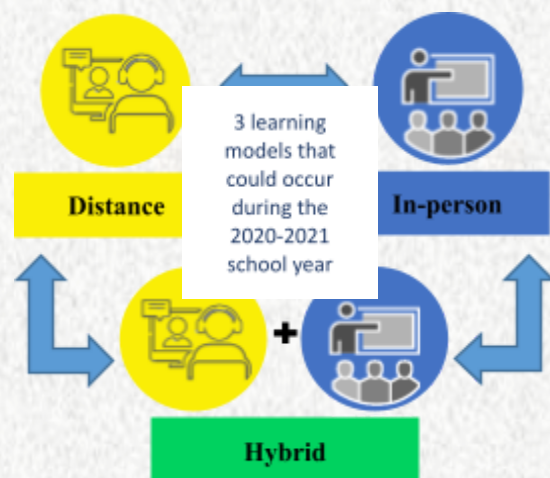
- Will be an option throughout the year for families who choose this model.
- Access for all families to devices and internet.
- Contactless delivery of materials.
- Opportunities to connect virtually with teachers, case managers, and other students.
- Increased rigor and standardization of delivery.

Hybrid

- Two groups of students who attend in-person on different days.
- Increased sanitation and cleaning protocols.
- Social distancing and protective measures incorporated to the level of student ability.
- Hours may shift to accommodate transportation

In-Person

- All students who elect to do so return to school.
- Options provided for remote access to classes for all students as necessary
- School hours may shift due to transportation capacity.
- Increased sanitation of common areas & classrooms.
- Public health requirements followed.



Additional Information

- Distance learning is an option for all students throughout the year.
- Distance learning may be employed for students who need to be excluded due to symptoms or positive COVID-19.
- A modified distance model may include incremental in person contact on a limited basis prior to the hybrid model being implemented.

Food Services

Breakfast – Served in lunchroom following social distancing requirements

Lunch – May be served in the students' classrooms. AIM and Lynx may use alternate plans.

* Schools must also include plans for contactless pick up and/or delivery of meals and school materials for days that students and staff are not in the school building.
Note: This does not include AIM.



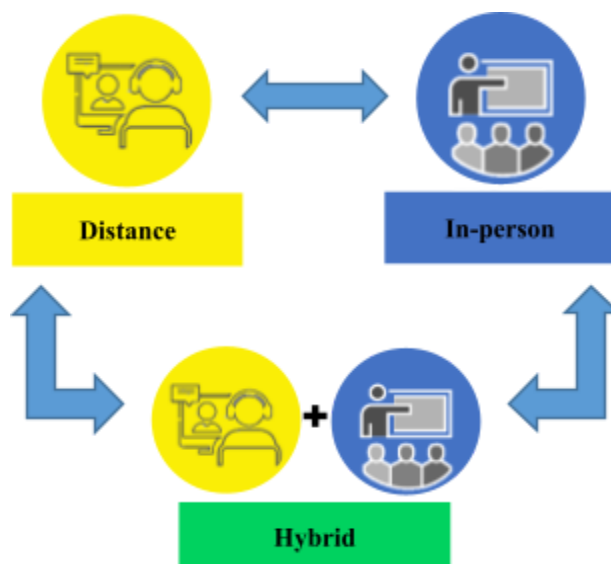
Introduction to the Three Scenarios for the 2021-22 School Year

On July 30, 2020 MDE provided schools guidance for one of three scenarios to open school on August 31st for students. (Staff at Lionsgate reported on Monday, August 17.) The three scenarios as described by the department are:

- Scenario 1: In-person learning for all students
- Scenario 2: Hybrid learning with strict social distancing and capacity limits
- Scenario 3: Distance learning only

Within the three scenarios, Lionsgate will leverage its unique characteristics to best serve our students within the bounds of the restrictions placed on us by the MN Department of Health (MDH) and MDE.

In reading and interpreting the guidance from the departments, it is clear that much of the guidance is written for large district schools with large classroom enrollments. Lionsgate is interpreting the guidance as it applies to our schools, students, staff and buildings. This may allow more flexibility with regard to how we implement the Hybrid model.



Three learning options that may occur throughout the 2020-2021 school year

Three Scenarios for 2020-21

In-person Learning for all Students



In this model, LGA will create as much space between students and teachers as is feasible during the day, but will not be strictly enforcing 6 feet of social distancing during primary instructional time in the classroom. Activities and extracurricular programming will continue to follow the [COVID-19 Sports Guidance for Youth and Adults \(PDF\)](#). This scenario may be implemented assuming state COVID-19 metrics continue to stabilize and/or improve.

Hybrid Learning with Strict Social Distancing and Capacity Limits



In this model, schools must limit the overall number of people in school facilities and on transportation vehicles to 50% maximum occupancy. Sufficient social distancing with at least 3 feet of space between people at all times when a minimum of 6 feet cannot be achieved. If distancing cannot be achieved in a space or on a transportation vehicle, the number of occupants must be reduced.

Hybrid learning defined – Hybrid is commonly used to describe classes in which some traditional face-to-face instruction has been replaced by distance learning activities. A hybrid class is designed to integrate face-to-face and distance learning activities so that they reinforce, complement, and elaborate on one another, instead of treating the online component as an add-on or duplicate of what is taught in the classroom. During classroom instruction time, students can be engaged in authentic, collaborative learning experiences. The distance learning components can include multimedia-enhanced content, learning practice, and channels for ongoing discussion. In some hybrid approaches, direct instruction that normally takes place in the classroom is “flipped” with intentional online learning tasks. Another method involves facilitating flipped, short mini-lessons for students to access online (asynchronously or synchronously).

Lionsgate Academy will implement a hybrid model that will utilize Blue and Gold student groupings rotating the groups by week. This model reduces the number of individuals in the building weekly and thus may help mitigate community spread within the school. Figure1, below demonstrates the every-other-week model.

Lionsgate Academy 2020-2021				
Hybrid Group Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
Week 1				
Blue Group on campus				
Gold Group distance learning				
Week 2				
Blue Group distance learning				
Gold Group on campus				

Figure 1. Hybrid Schedule.

During the hybrid model, students will attend school “from a distance.” This means that the expectation is for them to attend their classes with their live, in-person classmates as a virtual participant.

In order to achieve the appropriate social distancing on transportation, school hours have changed. School hours for both the hybrid and distance learning groups will be from 9:30 am to 3:15 for the Shoreview and Minnetonka programs and 9:45 am to 3:15 pm for the AIM and Lynx programs.

During the hybrid model, distance learning materials will be sent home with students on their last day of in person learning for the week. Meal delivery for students will be arranged for days when students are not in school. Lunchrooms will be arranged to ensure social distancing requirements. Some students may have lunch in their classrooms.

School-age Care and before and after care will not be available. Appendix A illustrates what a return to school using the full hybrid model will look like.

Distance Learning Only



This model may be implemented if local, regional, or statewide COVID-19 metrics indicate this is the safest model for use.

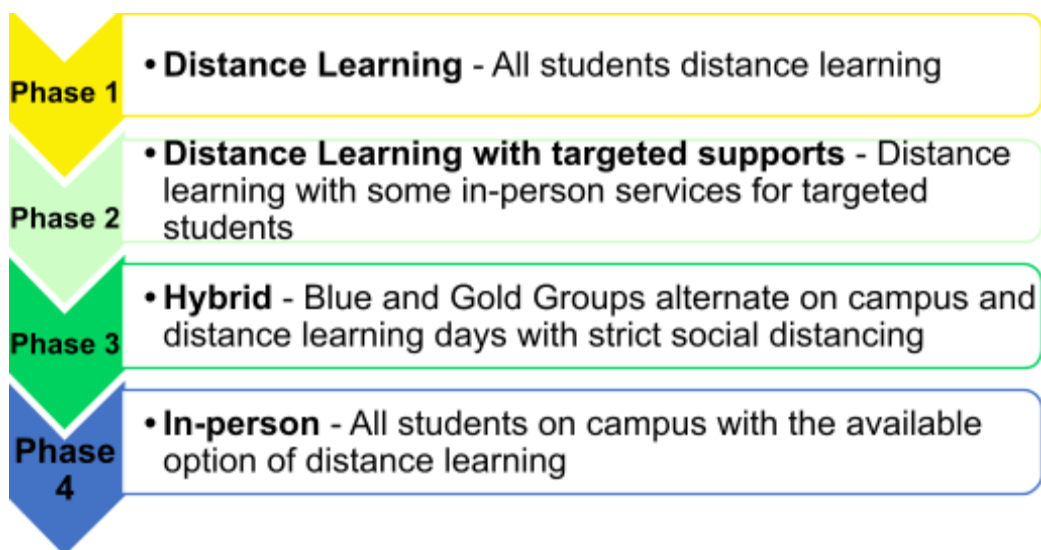
Distance Learning defined – Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teachers. During distance learning, school hours will be 9:00 am to 2:00 pm. Extended time is needed in order for teachers to prepare for distance learning.

It is important to note that distance learning does not always mean e-learning or online learning. It is critical to provide this learning in a format that can be equitably accessed by all students.

Distance Learning with Targeted Services



A fourth phase is added here as an addendum to the distance learning model. This model will be used when Lionsgate determines that some services may be provided to students in-person. The definition of such services and to whom they would be provided is under consideration.

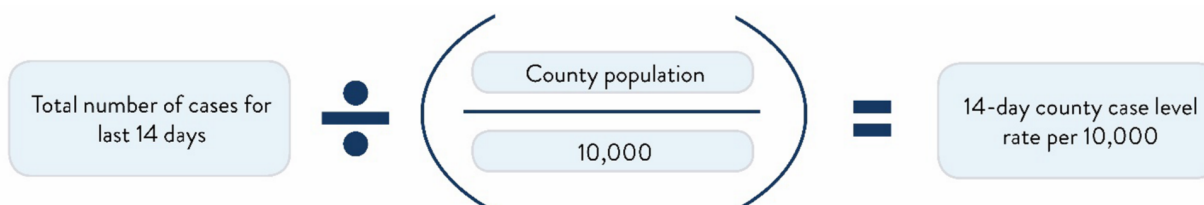


Determination of Timelines

MDE has provided the following guidance in helping districts and charters determine the most appropriate opening model.

- 1. Consult the MDH learning model selection parameters as indicated by county-level data to determine the base learning model.**

In order to determine the base learning model, school districts and charter schools will be advised of the [bi-weekly case rate \(over 14 days\) by county of residence](#). These data are the number of cases by county of residence in Minnesota over 14 days per 10,000 people by date of specimen collection (when a person was tested). While any increase in case incidence represents greater potential risk, schools may consider a bi-weekly case rate of 10 or more cases per 10,000 to be an elevated risk of disease transmission within the local community, especially when the level of cases per week is sustained or increasing over time.



Learning Model Parameters

Number of cases per 10,000 over 14 days, by county of residence	Learning Model
0-9	In-person learning
10-29	Hybrid learning
30-50+	Distance learning

Updated guidance from MDE allows school districts to consider local circumstances that may drive up case rates. The learning model parameters above are presented more as guidance and less as strict boundaries for making decisions.

A school district or charter school whose enrollment includes a large proportion of students from an adjacent county should use data from the county with the highest bi-weekly case rate to inform the recommended learning model. It is also important to take into account any notable increases or decreases in county-level case data to inform decision making. For example, a school district or charter school whose most recent bi-weekly county-level data is 28 cases per 10,000 over 14 days would be recommended to operate a hybrid learning model for all students; however, if the case count has increased each week for the last month, a school may consider whether it is more appropriate to operate using a model which has fewer students learning in-person.

Note: Districts and charters may have already decided to be more restrictive in their learning model prior to the consultative process and may choose to engage with a consultant to confirm or modify their plan.

2. Consult with health officials as needed to examine the local epidemiology behind county-level data to assess whether increases or higher numbers of cases are likely the result of isolated outbreaks or whether they may be indicative of more widespread community transmission.

Local information about outbreaks, community spread, and the groups of people becoming ill at the highest rate are also useful components in understanding how COVID-19 is impacting the community. In some cases, high county-level case rates may be the result of a known, isolated outbreak in a specific local employer or workplace that may be unlikely to impact the school setting. However, the high county-level case rates may also be indicative of more widespread community transmission as the result of larger exposures. It is important for school districts and charter schools, particularly those who would like to discuss operating a different learning model than the model determined based on the defined parameters to consult with health officials when they have questions about the local epidemiology of COVID-19 in their community.

Superintendents and charter school leaders may also choose to consult with local public health officials regarding their learning model determinations.



Beginning August 24, school districts and charter schools will work with their [Regional Support Teams](#) to support implementation and ongoing evaluation of their learning model.

3. Evaluate the ability to implement required and recommended health best practices to inform decision-making at the school or district level.

It is important for school districts and charter schools to account for their level of preparedness and capacity to implement the required and recommended mitigation strategies outlined in MDH's [2020-21 Planning Guide for Schools](#). All schools must implement the required health practices, which are considered the minimum level of implementation from which schools may not be less restrictive. As part of the learning model determination process, school districts and charter schools should carefully assess their preparations to ensure all required health practices are addressed to confirm they are prepared to operate with students learning in-person, regardless of whether they plan to operate a full in-person or hybrid learning model.

If a school district or charter school determines they are not able to successfully implement the required health practices for in-person or hybrid learning, they should implement distance learning for all students.

Additional Requirements for In-Person and Hybrid Learning

In addition to the health metrics provided for the 14 day case range, the following requirements must be in place:

Required for In-Person and Hybrid Learning

- Masking Policy
- PPE for direct support student services
- Build routines of hygiene education & practices
- Daily cleaning and frequent cleaning of high touch surfaces throughout the day
- Building level COVID-19 program coordinator, with optional student counterpart
- Limiting nonessential visitors/volunteers/external groups
- Discontinue large gatherings/activities that do not allow for social distancing
- Monitoring and excluding for illness

Required for Hybrid Learning

- Social distancing of 6 feet at all times in school buildings
- School facilities at 50% capacity
- Transportation at 50% capacity
- Sufficient staffing levels to meet the requirements of the model

Requirements for Hybrid Learning

In order to conduct the in-person element of hybrid learning, the following are required: Social distancing of 6 feet, school facilities at 50% capacity, transportation at 50% capacity, and sufficient staffing levels to meet the requirements of the model.

Social Distancing

Social distancing is one of the primary mitigation measures that schools can take. Recent guidance allows for spacing students at least 3 feet apart. However, the more space that can be provided, the better. Therefore, to the greatest extent possible, students will be arranged to maintain 6 feet of distance between each other and when not possible, at least to maintain 3 feet of distance. While the requirements for distancing have moved from 6 to 3 feet, the definition of close contact has not. Identifying a close contact will remain with the definition of 6 feet. Social distancing will be accomplished through rearranging classrooms, staggering entry points to school, and avoiding activities that are not conducive to social distancing. Lionsgate Academy will work with students individually to encourage compliance with this requirement. Where feasible, the use of PPE by staff members may allow for students who cannot comply with social distancing to experience in-person instruction during the hybrid model that is safe for staff.

School Facilities at 50% Capacity

All Lionsgate Buildings currently operate at well below 50% capacity. Classroom assignments will be made depending on the need to use spaces where students may be 6 feet apart.

Transportation at 50% Capacity

Transportation will be at 50% capacity for all vehicles used by LGA or its contractors. Masks will be required on all transportation, and students will be seated as far away from each other as possible. However, even given 50% capacity, there is no expectation of being able to maintain a 6 foot distance between students.

Sufficient Staffing Levels to Meet the Requirements of the Model

Staffing at Lionsgate is important to the health and safety of all. For each model and building, the following number of staff is an estimate of safe staffing levels for each model. *It should be noted that these numbers are an informed estimate and subject to change.* These are minimum numbers for classroom teachers, educational assistants (EAs) and SRT (support and response team) members. Case managers and support service personnel are not included.

Hybrid

	Hybrid Blue				Hybrid Gold		
	Teachers	EAs	SRT		Teachers	EAs	SRT
AIM	4	9			4	3	
Lynx	5	7			5	7	
Minnetonka	12	16	2		12	12	3
Shoreview	12	18	2		12	7	3

In Person

	Teachers	EAs	Health
AIM	4	9	0
Lynx	5	14	0
Minnetonka	17	25	3
Shoreview	17	25	3

Targeted Services

Licensed teachers and providers and enough educational assistants to meet IEP requirements.

Without sufficient staff in these positions, distance learning will need to be implemented.

Instructional Services

Instructional services will be planned for each of the school models. More Details will be provided on this section of the document.

Student Attendance & Truancy For Distance and Hybrid Learning

The process for student attendance has been communicated to each family via the *Lionsgate Academy Distance Learning Family Guide*, distributed on March 25th, 2020. The guide provides details on the

expectations of attendance and how teachers will take attendance during distance learning. The rules of attendance, as stated in Lionsgate Academy Policy 902 will continue to be applied.

Each teacher is taking attendance every day. Attendance is monitored through a daily interaction with the teacher or with an assignment. Attendance will be recorded by 3:00 pm for every class for that day in TeacherVue. If families are working in the evening to support their student, the family should reach out to the student's teachers to apprise them of the time line so that the attendance can be adjusted for the prior day. Once there is an expectation of a predictable schedule, there should be no need for parents to be in touch EVERY DAY if the student is completing work in the evening.

If a student is not able to participate in their assignments due to illness, please follow the same procedure as if your student were going to be absent from school. Call the attendance line and please provide the reason for your student's illness. Students who do not participate in distance learning for a period of 15 consecutive days will be considered withdrawn from Lionsgate. This is exactly the same attendance policy that was in place prior to the pandemic. This does NOT mean that students will lose their spot at Lionsgate (unless the family enrolls elsewhere), only that they have been withdrawn.

Truancy will be reported in accordance with each county's truancy policies. Special efforts will be made to be in contact with families before any truancy report is filed. Schools have been given the directive to be flexible during the pandemic and we will do so.

Staff Attendance

Licensed and non-licensed staff are to follow the existing procedures for absences. Non-licensed staff are to clock in and clock out every day. In the case where a staff member is unable to work due to being ill with COVID-19, they should be in touch with Human Resources immediately.

Distance Learning Instructional Services

Lionsgate Academy will employ the google suite (gmail, google classroom, google calendar) to manage the distance learning model. Student schedules will follow our A/B calendar. Classes time and interface will be shortened to balance the need for face-to-face interaction and the need to work independently on assignments, away from a screen.

Distance Learning with Targeted Services

In this model, all students will be engaged in a distance learning model. Targeted supports will be allowed on campus, face-to-face, on a limited as-needed basis.

Targeted Services Definition

Targeted services are any services provided in person to students while the learning model is distance learning. Targeted services are meant to address needs of students who are either least likely to benefit from distance learning, those who are undergoing evaluations that require in-person administration, or any other identified need including, but not limited to support services, behavioral interventions, or social emotional needs. Targeted services are divided into two tiers.

Tier 1 targeted services are those provided to students who are non-verbal or minimally verbal whose IEP indicates 1:1 support needs. Tier 2 targeted services are those provided to students to address specific IEP goals that can be safely delivered in person.

Targeted Services Delivery

Each Lionsgate Program will determine the scope and timing of services in collaboration with the student's case manager and parent/guardians. The provision of targeted services must follow all recommendations for PPE, cleaning, and hygiene as described in the *MDH Guidance for Delivering Direct Student Support Services: Staff Protective Equipment* available on the MDE website.

Adequate Staffing

Lionsgate must have staff available to support students in order to provide targeted services. Due to quarantine or exclusion, if the minimum number of staff are not available to support student programming, targeted services will be suspended for that day in person and the students should participate in distance learning.

Home Screening

Parents whose students are participating in targeted services must complete the LGA School Entrance Screener prior to having their student board school transportation or dropping students off at school each day that the student receives targeted services.

Suspension of Targeted Services

Targeted services may be suspended at any time and on any school campus due to the following reason

- Inadequate staff exist to safely provide targeted services at the student's program.
- Noncompliance with completing the LGA School Entrance Screener.

In the case of targeted services being suspended for the day, student's families will be notified by 8:00 a.m. If possible, families will be notified the evening prior. ***Families must be aware that targeted services may be suspended with very short notice and should have contingency plans for support for their student in distance learning.***

Schedules

Distance Learning Only Schedule (When ALL students are in distance learning)

Student hours: 8:30 AM – 2:00 PM

Staff hours: 7:30 AM - 4:00 PM

MTKA/SHV Schedule

A/B day routine will continue according to the district A/B-day calendar

8:00 - 8:30 AM	Staff Time: Prep, staff meetings, post lessons online, organize calendar, IEP meetings, team meetings Students: please use this time to email or chat teachers, service providers or case managers.
8:35-8:55 AM	Pride
9-9:55 AM	A1/B1
10-10:55 AM	A2/B2
11-11:55 AM	Open Time <i>Lunch, movement, silent reading, independent work time, service provider meetings</i>
12-12:55 PM	A3/B3
1-1:55 PM	A4/B4
2-3:00 PM	Staff Office Hours & IEP meeting Students: please use this time to email or chat teachers, service providers or case managers.
3-3:30 PM	Staff Time: Take attendance in Synergy, prep, staff meetings, post lessons online, organize calendar, IEP meetings, team meetings

AIM Schedule

8:00 - 9:00 AM	<i>Optional time to email or chat teachers, service providers or case managers.</i>	
9:00 - 9:25 AM	Special Interest Classes	
9:35-10:05 AM	Class	
10:15-10:45 AM	Class	
10:55-11:25 AM	First Lunch	Class
11:25--11:55 AM	Social Time/Break	
11:55-12:25 PM	Class	Second Lunch
12:35-1:05 PM	Class	
1:15-1:40 PM	Special Interest Classes	
1:40-2:00 PM	Social Time	
2:00-3:00 PM	<i>Optional time to email or chat teachers, service providers or case managers.</i>	

Lynx Schedule

8:30 - 9:00 AM	<i>Pride & Case Manager Check-In</i>	
9:00 - 9:30 AM	<i>Class</i>	
9:30-10:05 AM	Class	
10:10-10:40 AM	Class	
10:45-11:15 AM	Class	
11:15-11:45 AM	<i>Class</i>	<i>Lunch</i>
11:45-12:15 PM	<i>Lunch</i>	<i>Class</i>
12:15-12:45 PM	Class	
12:50-1:20 PM	<i>Special Interest Classes</i>	
1:25-1:55 PM	<i>Social Time</i>	
1:55-2:00 PM	<i>End of day check-in</i>	
2:00-3:00 PM	<i>Optional time to email or chat teachers, service providers or case managers.</i>	

Hybrid Schedules by Campus

MTKA Hybrid Schedule

Blue in building		Gold in building	
9:30 AM	Students arrive	9:30 AM	Students arrive
9:35 - 9:55 AM	AM Pride	9:35 - 9:55 AM	AM Pride
10:00 - 10:55 AM	Block 1	10:00 - 10:55 AM	Block 1
11:00 AM - 11:55 AM	Block 2	11:00 AM - 11:55 AM	Block 2
Lunch - when not scheduled in lunch, will have option for social, movement or outside breaks. More info to come on structure and sign ups. (Distance learning students have 12 - 1 pm for lunch / open time.)		Lunch: (Distance learning students have 12 - 1 pm for lunch / open time.)	
11:57 AM - 12:17 PM	7th/8th grade lunch	12:00 PM - 12:25 PM	All students lunch
12:18 PM - 12:38 PM	9th/10th grade lunch		All students social / movement / outside break
12:40 PM - 1:00 PM	11th/12th grade lunch	12:25 - 12:55 PM	
1:00 - 1:55 PM	Block 3	1:00 - 1:55 PM	Block 3
2:00 - 2:55 PM	Block 4	2:00 - 2:55 PM	Block 4
3:00 - 3:15 PM	PM Pride	3:00 - 3:15 PM	PM Pride
3:15 PM	Dismissal from PM Pride Classrooms	3:15 PM	Dismissal from PM Pride Classrooms
3:15 - 4:00 PM	Distance learning students - Work Time/ Meet with Teachers, Case Managers, Service Providers	3:15 - 4:00 PM	Distance learning students - Work Time/ Meet with Teachers, Case Managers, Service Providers

SHV Hybrid Schedule

9:30 AM	<i>Students arrive</i>
9:35 – 9:55 AM	AM Pride
10:00 – 10:55 AM	Block 1
11:00 – 11:55 AM	Block 2
12:00 PM – 12:55 PM	<i>Lunch</i>
1:00 – 1:55 PM	Block 3
2:00 – 2:55 PM	Block 4
3:00 – 3:15 PM	PM Pride
3:15 PM	<i>Dismissal from PM Pride Classroom</i>
3:15 – 4:00 PM	<i>Distance learning students – Work Time/Meet with Teachers, Case Managers, Service Providers</i>

AIM Hybrid Schedule

9:45-10:00 AM	<i>Optional time to email or chat teachers, service providers or case managers.</i>
10:00 - 10:25 AM	<i>Special Interest Classes</i>
10:35-11:05 AM	Class
11:15-11:45 AM	Class
11:55-12:45 (A&B)	<i>First Lunch</i>
11:55-12:25 (C&D)	
12:45-1:15 (A&B)	<i>Social Time/Break</i>
12:25-12:55 (C&D)	
1:15-1:45 PM	<i>Class</i>
1:55-2:25 PM	Class
2:35-3:05 PM	<i>Special Interest Classes</i>
3:05-3:15 PM	<i>Social Time</i>
	<i>Optional time to email or chat teachers, service providers or case manager</i>

Lynx Hybrid Schedule

9:45-10:00 AM	<i>Pride & Case Manager Check-In</i>
10:00-10:30 AM	<i>Class</i>
10:35-11:05 AM	Class
11:10-11:40 AM	Class
11:45-12:15 PM	Class
12:15-12:45 PM	<i>Class</i>
12:45-1:15 PM	<i>Lunch</i>
1:15-1:45 PM	Class
1:50-2:20 PM	<i>Special Interest Classes</i>
2:25-2:55 PM	<i>Social Time</i>
2:55-3:15 PM	<i>End of day check-in</i>
	<i>Optional time to email or chat teachers, service providers or case managers.</i>