

# Friendship Academy of the Arts' COVID-19 (Coronavirus) Crisis Management Plan

## **Introduction**

Coronaviruses are a large family of viruses. They are estimated to cause about a third of all cases of the common cold. The most common forms can cause mild to moderate illness in people, while other forms circulate among animals, including camels, cats, and bats. COVID-19 is a viral respiratory illness caused by a coronavirus that has not been found in people before. COVID-19 is not caused by the same coronavirus that caused Severe Acute Respiratory Syndrome (SARS) in 2003 or Middle East Respiratory Syndrome Coronavirus (MERS-CoV) in 2012. However, it is in the same family of viruses. Because this is a new virus, there are still things we do not know, such as how severe the illness can be, how well it is transmitted between people, and other features of the virus. More information will be provided when it is available (MDH, 2020).

According to CDC, patients with confirmed COVID-19 have had mild to severe respiratory illness with symptoms of:

- High fever
- cough
- shortness of breath

Some patients have had other symptoms including muscle aches, headache, sore throat, or diarrhea. Based on what has been seen previously as the incubation period of other coronaviruses, CDC believes that symptoms of COVID-19 may appear two to 14 days after exposure.

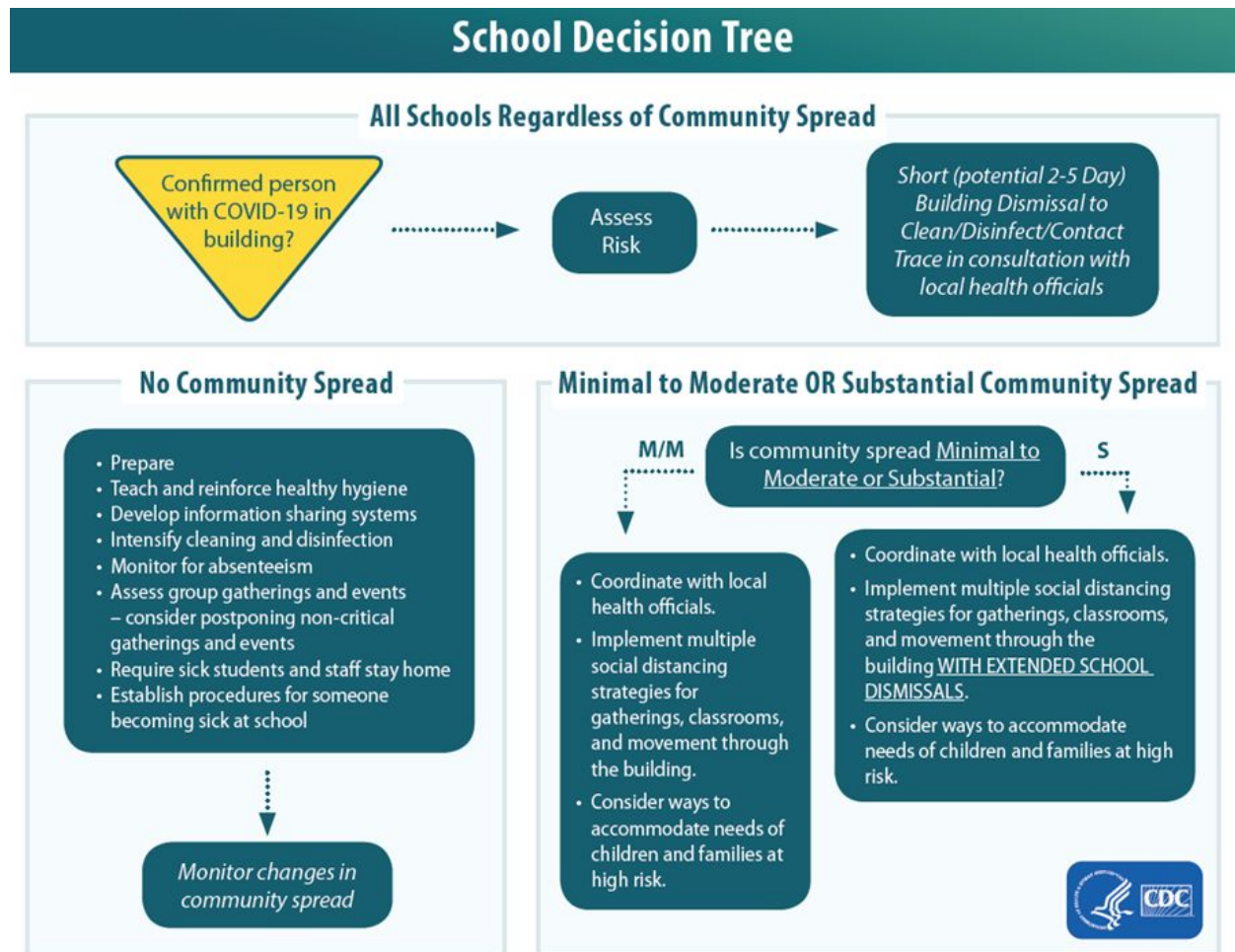
## **School Closing**

The Center for Disease Control (CDC), the Minnesota Department of Health (MDH), and the Minnesota Department of Education (MDH) has issued guidance recommending schools not make any decisions alone regarding closing. They suggest working with our local health agencies to make these decisions together. At this time, the Center for Disease Control (CDC) recommends at least 14 days in case of closure resulting from COVID-19. This recommendation may be updated as the situation evolves. A temporary school dismissals of 14 days, or possibly longer, would occur if a



student or staff member attended FAA before being confirmed as having COVID-19. Any decision about school dismissal or cancellation of school events will be made in coordination with the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE). As a result, the number of days FAA will be closed will be based on recommendations from these agencies. Decisions about dismissal and event cancellation will not be made independently of these local health and education officials. Dismissal and event cancellation decisions will be considered on a case-by-case basis using information from health officials about the local conditions. In the event of a school dismissal, extracurricular group activities and large events, such as performances, field trips, and sporting events will also be cancelled.

Below is a decision tree provided by CDC to help in guiding the preparation and decision making process.



### **Containment**

In the event a student or staff member arrives at the FAA school building exhibiting symptoms of a cold, especially including a strong cough, headache or fever, they will be escorted to a waiting area. They will be directed to enter the building through a less trafficked entry and guided to the gym. This will allow for isolation from other staff and students, while providing an indoor space where they may wait for transportation. This area will be monitored by a designated staff person wearing a mask and latex gloves to aid in their own protection. The person will be instructed to visit their doctor and require



a note to return to school. The Operations Director will contact local health officials if COVID-19 is suspected.

### **Building Cleaning Procedures**

#### **CLASSROOM CLEANING FOR TEACHERS, EAs and STUDENTS**

Teachers will clean surfaces such as desks, tables, chairs once weekly with Lysol wipes. Students should clean chromebooks weekly. Students may help teachers to wipe desk tops and surfaces. Teachers will also, daily, clean frequently touched surfaces, such as light switches, door knobs, phone receivers, whiteboard markers, etc. After cleaning surfaces, wash hands thoroughly with soap and water.

FAA will provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and staff before each use.

Frequently touched surfaces throughout the building should be cleaned daily- water fountains, door handles, doorbell, outdoor door handles, etc.

Walls, doors, bathroom surfaces and other surfaces that children touch should be cleaned by the janitor along with regular cleaning duties. The janitor should also help to clean playground areas weekly.

**Attendance**

The MARSS Coordinator is recording illnesses for absence (fever, cough, etc) and pulling attendance data weekly (or more frequently as needed). Unusual student absenteeism and spikes in daily attendance patterns will be flagged. The local health officials will be alerted and notified about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to symptoms of COVID-19).

**Communication**

The executive director will make decisions about closing the school in coordination with MDH and MDE. The director will make such decisions as early in the day as possible. The early school closure procedures will describe potential reasons for early school closure, will specify how the decision will be communicated to staff, students, families and the school community, and will discuss factors to be considered in closing and reopening FAA. The early school closure procedures also will be communicated to parents, guardians, and vendors through all communication channels including broadcast media, direct phone, e-mail, social media, website, and texts.

**Staff Communication**

Administration will be in regular contact with staff through emails, hangout, and text daily in the event of closure. Staff is encouraged to check in with immediate supervisors to ensure they are doing well. Staff is also encouraged to visit our social media platforms daily.

The building will be open for a limited amount of hours during weekdays. Please call to ensure the building is open before coming.

The state of Minnesota has set up a hotline for general questions about coronavirus at 651-201-3920. The hotline will be open weekdays 8 a.m. to 4:30 p.m. this week (March 9-13).

<https://www.kare11.com/article/news/health/coronavirus/facts-not-fear-what-the-midwest-should-know-about-coronavirus/89-cdcba3e0-ace9-4888-8c8d-7af5d56e90df>



### **Family Communication**

Families will be updated as FAA receives information on the status of the virus and action steps that FAA will take as a result of the information received. The state of Minnesota has set up a hotline for general questions about coronavirus at 651-201-3920. The hotline will be open weekdays 8 a.m. to 4:30 p.m. this week (March 9-13).

<https://www.kare11.com/article/news/health/coronavirus/facts-not-fear-what-the-midwest-should-know-about-coronavirus/89-cdcba3e0-ace9-4888-8c8d-7af5d56e90df>

### **Vendor Communication**

When direction is given by the Administration, the food, milk, snack, transportation, SPED, and all other vendors will be notified to suspend services for the duration of school closure.

### **Distance Learning Plan**

*Q: What are distance learning days?*

A: Distance learning days are opportunities for students to extend their learning in the event that there is an unexpected school cancellation of a school day. Students will still be expected to participate in their courses online or through worksheets and activities that they can complete at home.

*Q: How will I know if it is a regular school day or a distance learning day?*

A: Friendship Academy of the Arts will follow the school cancellation policies and protocols typically used for inclement weather.

*Q: How will assignments be communicated to students and parents?*

A: Information regarding course activities and assignments will be updated and included in the email notification, posted on Class Dojo, and updated on the school website.



*Q: Will teachers be available?*

A: Teachers will post “office hours” during which they will be available online to answer questions and provide instructional guidance. They will be easily reachable via email and Class Dojo.

*Q: When are assignments from distance learning days due?*

A: Attendance is required on distance learning days. Attendance is taken by setting deadlines for assignments, and will be as followed:

- For students in kindergarten through fourth grade, online assignments will be due that same day; there will be a three-day extension before being marked absent or incomplete.
- For students in middle school, online assignments will be due by 11:59 PM that day.
- For all students at Friendship Academy, paper worksheets and activities will be due upon the student’s return to school.

### **Framework for Kindergarten-2nd Grade**

- Teachers will post “office hours” during which they will be available online for at least four hours a day to answer questions and provide instructional guidance. Teachers can be reached via email and through messaging on Class Dojo.
- Teachers will assign at least two IXL skills for each class; students are expected to master at least two skills daily in math and two skills daily in reading.
- Teachers will prepare paper packets with grade-appropriate skills for students to complete; packets should be returned to classroom teachers upon return to school.

### **Framework for Grades 3-4**

- Students in third and fourth grade will be allowed to check out devices to take home in order to engage in distance learning.



- Teachers will post “office hours” during which they will be available online for at least four hours a day to answer questions and provide instructional guidance. Teachers can be reached via email and through messaging on Class Dojo.
- Teachers will assign at least two IXL skills for each class; students are expected to master at least two skills daily in math and two skills daily in reading.
- Teachers will assign one online reading passage daily via CommonLit or ReadWorks. Students are expected to read this passage and answer the accompanying comprehension questions.

### **Middle School Framework**

- Teachers will post “office hours” during which they will be available online for at least four hours a day to answer questions and provide instructional guidance. Teachers can be reached via email and through messaging on Class Dojo.
- Teachers will schedule and hold a class via video on Google Meet in order to provide instructions and outline the daily assignments, tasks, and activities. Students who are unable to attend this class live will be able to view the recorded version.
- Teachers will post a daily discussion question or problem on Google Classroom. Students are expected to answer this and reply to at least three classmates to engage in critical thinking.
- Teachers will assign at least two IXL skills for each class; students are expected to master at least two skills daily.
- Teachers will assign one online reading passage daily via CommonLit. Students are expected to read this passage and answer the accompanying comprehension questions.

### **SPED Framework**

- Teachers will post “office hours” during which they will be available online for at least four hours a day to answer questions and provide instructional guidance. Teachers can be reached via email and through messaging on Class Dojo.

Below is a letter that explains FAA’s Distance Learning Plan and how families can be involved.

Dear Friendship Academy Family,





We are closely monitoring an outbreak of respiratory illness, called coronavirus disease 2019 (now named: COVID-19) by remaining in close contact with the Minnesota Department of Health and local health and education agencies.

In the event that school is cancelled, you would receive communication from us via the same methods of communication used for weather-related emergencies--phone, email, and social media. According to school policy, Friendship Academy would implement **distance learning days** in order to ensure continuity of education; distance learning days are opportunities for students to extend their learning beyond the school building when there is an unexpected school cancellation. Students will still be expected to participate in their courses online or through worksheets and activities that they can complete at home.

Information regarding course activities and assignments will be updated and included in the email notification, posted on Class Dojo, and updated on the school website. Additionally, teachers will be available online during posted “office hours” to provide guidance and answer questions.

For general questions about coronavirus, the state of Minnesota has set up a hotline at (651) 201-3920. Please do not hesitate to reach out to them or contact Friendship Academy at (612) 879-6703 with questions or concerns. Thank you for your support of our school, our students, our teachers, and staff. We will continue to provide information as we monitor the situation.

Respectfully,

Friendship Academy Administration

Link to Family Letter Regarding Distance Learning:

<https://docs.google.com/document/d/1hGqPVK9x2giWlx5D8Q4BdahPVGz8gbPb8U1iVKfRF84/edit?usp=sharing>

**Field trips**

If school is open during the time of the field trip, it will proceed as planned (unless the venue cancels). If FAA is closed during the time of the field trip, it will be cancelled or postponed.

**Community Resources**

In the case of closure, a list of a variety of community resources will be provided to all students and staff to help to continue to receive critical support and services through the closure process.