



SAFE LEARNING PLAN

SAFETY & HEALTH GUIDANCE

2022-2023

Last Updated: 6/20/2022

New Millennium Academy (NMA) provides a safe and healthy work and learning environment for all staff and scholars. Following the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) recommendations, this document provides guidance to ensure NMA promotes a safe environment for scholars and staff, mitigate and minimize the spread of COVID-19, and prioritize learning for our scholars. This safe learning plan will continually be revised as we receive new updates and information from CDC, MDH and MDE.

This guidance will provide information on the following:

1. COVID-19 Program Coordinator
2. Safety
3. Health
4. COVID-19 Testing
5. Resources
6. Frequently Contacted Staff

Effective October 15, 2021, NMA required all employees to be fully vaccinated, except for those of identified exemptions.

Effective March 10, 2022, face covering wear requirements have been lifted in most settings, allowing organizations to set their own requirements around face covering wear.

Effective May 2, 2022, employees, scholars and visitors are no longer required to wear face coverings at New Millennium Academy and via forms of transportation.

COVID-19 PROGRAM COORDINATOR

MDH requires each district to designate a point of contact as the COVID-19 program coordinator who would be responsible for communicating COVID-19 related concerns, challenges, learned lessons with staff, families, leadership team and with local health officials. The coordinator also monitors bi-weekly county COVID-19 cases and works directly with NMA's Regional Support Team (consisting of local health officials, MDE, MDH, and regional service cooperatives) to best identify the appropriate learning model for NMA and report any positive COVID-19 cases at NMA to coordinate rapid resolution responses.

Staff should reference the [COVID-19 Preparedness Plan for Employees](#) to obtain additional information on COVID-19 preventative training and responses.



NMA's COVID-19 program coordinator is **Terra Eicher, Health & Wellness Coordinator**. Terra will work closely with Mai Ka Yang, Director of Operations.

SAFETY

One of NMA's goal is to ensure we provide a safe environment for our scholars and staff. In order to mitigate and minimize the potential spread of COVID-19, it is imperative to understand the importance of:

1. Wellness Screenings
2. Social Distancing
3. Face Coverings / Face Shields
4. Proper Cleaning and Disinfecting
5. Safety in Vans & Busses
6. Safety with Guests & Visitors
7. Classroom Sizes
8. Arrival and Dismissal Process
9. Bathroom Breaks
10. Recess
11. Staff Bathrooms/Workrooms
12. Handling Suspected or Confirmed COVID-19 Cases

WELLNESS SCREENINGS

NMA will ensure we take every precaution to minimize and mitigate the possible spread of COVID-19. In order for us to keep everyone safe and healthy, each staff and scholar (parent/guardian) can take additional precautions:

1. Staff:
 - a. Self-monitor for signs and symptoms of COVID-19.
 - b. If you experience any symptoms, consider getting tested (available at NMA) or stay home and let your Supervisor/HR know.
 - c. If someone at home experiences any symptoms, consult with your Supervisor/HR. If you are vaccinated and have no symptoms, you do not need to be quarantined but it is recommended to get tested (depending on the circumstance). [Here](#) is the most updated document provided by MDH.
2. Scholar :
 - a. Monitor at home for signs and symptoms of COVID-19. If scholars present with symptoms of COVID-19 at school, there is the option for them to be tested at NMA (with parental consent) by the COVID Coordinator. [Here](#) is the consent form.
 - b. If you experience any symptoms, stay home and let your teacher know. Also, inform the Front Office (763) 235-7900.
 - c. If someone at home experiences any symptoms of coughing, fever, and shortness of breath, stay home and let your teacher know. Also, inform the Front Office (763) 235-7900.



FACE COVERINGS / FACE SHIELDS

As of March 7, 2022, face mask wear has been lifted statewide, following the preventative measures according to CDC (evaluating COVID-19 community levels and identifying if the county of residence is in a low, medium or high transmission level).

Effective May 2, 2022, NMA lifted the face mask wear requirement within NMA's building and in vehicles (vans and buses during transportation). Face mask wear is optional.

Types of Masks

High quality masks such as N95 or KN95 are recommended to help protect against COVID-19. If this type of mask is not available, doubling face masks (layering a disposable mask under a cloth mask) or wearing a face mask with two layers increases protection.

Face Shields

Face shields are a clear plastic barrier that allows visibility of the face. When wearing face shields, it is recommended to also wear a face mask. Face shields should extend below the chin, to the ears and provide no gaps between the forehead and headpiece.

When to Wear Face Masks / Face Shields

Face mask wear and/or face shields is optional when in the school building and on transportation vehicles (vans and buses). Face mask wear is highly recommended for immunocompromised or at high risk for getting severely ill from COVID-19.

Personal Care of Face Masks / Face Shields

All staff should take the following precautions when handling face masks or face shields:

1. Wash hands with soap and hot water for at least 20 seconds or use hand sanitizer before putting on or taking off the face mask or face shield.
2. Avoid touching the face.
3. Wash the face mask often and/or disinfect the face shield after daily usage.
4. Do not share your face mask or face shield with others.

PROPER CLEANING AND DISINFECTING

NMA has implemented several preventative measures to include proactive cleaning and disinfecting to mitigate and minimize the risk of the virus spreading. NMA will need all staff's help to support with cleaning efforts and NMA will work to keep the building, transportation vehicles, and school grounds as virus touch-free as possible.

Cleaning vs. Disinfecting

Cleaning consists of wiping down surfaces to remove germs, dirt and soil. Per CDC, it does not kill germs but it removes them to decrease the risk of spreading the virus. Most classrooms have been provided with a spray bottle containing the E-15 cleaning solution, a paper towel dispenser, and a hand sanitizer dispenser. Teachers/paraprofessionals should look to clean classroom surfaces throughout the day (when possible) and at the end of the day. This is to help remove as many germs, dirt and soil as possible before custodians disinfect the classroom in the evening.



Before building closure, custodians will go into each classroom and disinfect all surfaces. Custodians will be using EPA-approved disinfectants to kill germs. By disinfecting on clean surfaces, this will further lower the risk of the virus spreading infection.

During school hours, custodians will be disinfecting high traffic areas every hour such as stairwells, hallways, lockers, bathrooms.

At the end of each school day, custodians will use electrostatic sprayers to disinfect all high traffic areas including classrooms, offices, meeting spaces, and bathrooms. Custodians will also disinfect highly used surfaces such as student desks, student chairs, lockers, door handles...etc.

Cleaners, Disinfectants and Sanitizers

It is important to use caution when around cleaners, disinfectants and sanitizers. Although chemical disinfectants and sanitizers are essential to control communicable diseases, they are potentially hazardous.

Always keep products in the designated spray bottles in classrooms with its original label container and away from reach of scholars. Before using any chemical, read the product label and manufacturer's material safety data sheet. NMA has provided safety data sheets in each classroom for the cleaning solution provided. The custodian closet contains all safety data sheets for all custodial chemicals used throughout the building.

Healthy and Safe Classrooms

Each classroom will be provided a spray bottle that contains a safe EPA approved cleaning solution and hand sanitizers. Throughout the day and at the end of the day, the teacher must wipe down all surfaces including teacher and student desk and countertops. Maintenance will disinfect the entire classroom before building closure for the day.

Shared Equipment (Employees)

There are several equipment NMA staff share such as printers, copy machines, laminators and paper cutters. Each workroom contains a bottle of hand sanitizer and cleaning solution. It is recommended to:

- a. Clean all items you may have touched or after using equipment, immediately clean it afterwards.
- b. Use the cleaning spray bottle or wipes that are available in workrooms.
- c. If there are any additional cleaning supplies needed, please submit a ticket to custodial@nmaedu.org or via HappyFox. You may also contact Mai Ka Yang, Director of Operations.

SAFETY IN VANS AND BUSES

Windows will be open if weather permits to allow for more air flow. Face mask wear is optional.

Vans and buses will be disinfected after each usage including all door handles (inside and out), steering wheel, radio, phone cradle, shift handle, seats and windows must be disinfected at the end of each route.

SAFETY WITH GUESTS AND VISITORS

Guests and visitors will undergo the following protocols:



- a. Enter the building through the main entrance only
- b. Optional face mask wear
- c. Practice social distancing, when possible.

ARRIVAL AND DISMISSAL PROCESS FOR SCHOLARS

Families are encouraged to monitor scholar(s) for symptoms at home prior to boarding buses/vans. If a scholar shows any symptom(s), please call the main office and have the scholar stay home. Upon arrival, staff members will direct scholars into the building. If a scholar shows a symptom(s), he/she will be directed to the front of the building and remain isolated in the Health Office and assessed for COVID-19 symptoms. Additional steps may be taken including testing and/or contacting families, as needed.

Kg and 1st grade scholars who will be picked up by a parent/guardian or is a walker/van rider will walk down with a staff member and sit in the atrium. Parent(s)/Guardian(s) picking up their scholars will wait outside. A staff member will walk the scholar out to their parent(s)/guardian(s). Grades will be dismissed as accordingly as called:

1. Parent Pick Up, Van Riders & Kg
2. 1st
3. 2nd & 3rd
4. 4th - 8th

BATHROOM BREAKS

All scholars must wash their hands with soap and water for at least 20 seconds after bathroom use.

RECESS

Teachers and parent(s)/guardian(s) are recommended to:

1. Educate scholars about washing hands before and after usage. (Classes should wash their hands especially after recess).
2. Educate scholars about how to stay healthy - avoid touching the face (eyes, nose, and mouth) and cover their coughs and sneezes.

STAFF WORKROOMS / STAFF LOUNGE

Each workroom will contain hand sanitizer and a cleaning solution. Staff are encouraged to use hand sanitizer before equipment usage (including printer and copier uses) and clean the equipment with the cleaning solution after usage.

Staff utilizing the staff lounge should not share food or drinks. All items kept in the shared refrigerator and freezer should be safely zippered or contained in a bag for safety purposes.

All staff workrooms and the staff lounge will be disinfected on a nightly basis.

HANDLING SUSPECTED OR CONFIRMED COVID-19 CASES

All staff/scholars should pre-screen themselves before coming to NMA.

If a scholar or staff shows any symptom(s) during school hours:



1. Scholar - The scholar will be sent to the Health Office. If NMA has received a signed consent form to perform COVID-19 testing, the scholar will be tested. If the test result is negative, he/she may return to class with no present symptoms. If the test is positive, the scholar's family will be contacted to pick up the scholar and begin quarantine. See quarantine guidance [here](#). If NMA did not receive a consent form, the scholar's family will be contacted to pick up the scholar and requested to take a COVID-19 test before returning. If the test is negative, he/she may return. If the test is positive, the Health Office will work with the family to determine the best date of return.
2. Staff - If the staff member is exempt from the vaccine, the staff member will be asked to go home. If the staff is fully vaccinated, he/she will be asked to take a COVID-19 test. If the BiNaxNow rapid test is chosen and the test result is negative, he/she may return to work. If the test is positive, the staff will be sent home and begin quarantine.

If there is a confirmed COVID-19 case, NMA's COVID-19 Program Coordinator will work directly with MDH to receive immediate consultation on next steps. Recommendations from the MDH may include:

1. Send a letter to notify staff and families of a lab-confirmed case of COVID-19.
2. Depending on the details of the case, the team may also recommend the following:
 - a. Requiring those who were in close contact to get tested (either on site or off site);
 - b. Requiring those who show symptoms to go home and get tested;
 - c. and/or no action.

If your child is or was recently identified as a close contact of a lab-confirmed positive case of COVID-19:

1. Parents/guardians will be notified that their child was a close contact.
2. It is strongly recommended that all unvaccinated scholars in Kindergarten through 8th grade quarantine for at least 5 full days, starting the day AFTER their exposure.
 - a. "Unvaccinated" means a student who has not received any COVID-19 vaccines OR who has not completed their two-dose primary series of a COVID-19 vaccine, such as Pfizer or Moderna.
3. Scholars that test negative and are not showing any signs of COVID-19 are highly encouraged to attend school.
4. Families can choose to quarantine their student when they are identified as a close contact by reporting the quarantine to the school at 763-235-7900.
5. Families should monitor their child for any symptoms of COVID-19 at all times, but they are encouraged to be especially vigilant if their child is identified as a close contact or presents with any COVID like symptoms..

People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. If your child has ANY of the following symptoms, please contact the main office to determine if the scholar should stay home. Families should also consider getting their scholars tested as well. The following symptoms may be related to COVID-19 and should be reported to the main office or the COVID Coordinator:



1. Fever of 100.4 or higher (Daily home temperature check required)
2. New cough or a cough that gets worse
3. Difficulty breathing
4. New loss of taste or smell
5. Sore throat
6. Nausea
7. Vomiting
8. Diarrhea
9. Chills
10. Muscle pain
11. Excessive fatigue or feeling very tired
12. New severe (very bad) headache
13. New nasal congestion or a stuffy or runny nose
14. Please call your medical provider for any other symptoms that are severe or concerning to you.

CLOSE CONTACTS

A close contact is someone who has been in the same space (closer than 6 ft distance) for a total of 15 minutes or more within 24 hours. Mask wearing is considered when determining close contacts in a school setting. If both parties have been wearing their mask properly while being in close contact, the person who is not infected may stay at school. Close contacts will be highly recommended to complete a COVID-19 test. If you are unsure if you need to get a test done, please contact the COVID-19 Coordinator.

NMA has the option to choose which guidelines to use on a case by case basis. When large populations are affected, NMA will rely on NMA's Regional Support Team/MDH's consultation to make the best fit decision.

In the event that an entire classroom(s) or the school has to close down due to COVID-19, NMA will inform families and initiate a plan.

If a scholar or staff lives with another household member who tested positive for COVID-19 and the person who tested positive is able to isolate thus the fully vaccinated scholar or staff shows no symptoms, the scholar or staff may be at school. If the scholar or staff has not been vaccinated, he/she must quarantine for at least 5 days from the last date of last contact. A COVID-19 test will be recommended. For fully vaccinated scholars and staff, prior to being on site, you may request for a COVID-19 test. You do not need to be symptomatic to receive the BiNaxNow rapid test.

If a scholar or staff has been fully vaccinated (it has been at least 14 days since their dose of Janssen or 2nd dose of Pfizer or Moderna), he/she will not need to quarantine if he/she is a close contact of someone who tests positive for COVID-19 (as long as they do not have symptoms).



NMA will work closely with MDH on a case by case basis to ensure we receive proper consultation and provide full support for each scholar and staff member.

HEALTH

It is important to NMA that we work together to keep everyone healthy. In this collaborative effort, we can keep ourselves and others healthy by:

1. Practicing Hand Hygiene
2. Protecting Vulnerable Populations
3. Understanding Mental Health & Wellness Support

PRACTICING HAND HYGIENE

Basic infection prevention measures have been implemented at our school. Staff and students are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning of the day, prior to any meals and after using the restroom.

All staff and scholars are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances, in classrooms and locations of high traffic throughout the school. They can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Everyday practices are the best way to keep people healthy and stop the transmission of illnesses. If everyone practices healthy hygiene, hand sanitization and hand washing, we can support each other to minimize the risk of spreading the virus.

Hygiene Practices

Basic hygiene practices help to decrease the risk of spreading the virus and infecting others. Clean hands are one of the best ways to protect yourself and others from getting sick. With COVID-19, if the virus gets into one's hands and is not washed off, it can be passed on to another person. It is recommended that:

1. Staff and scholars wash hands as frequently as possible upon arrival, before dismissal, before meals, after using the restroom, after sneezing/coughing or blowing one's nose.
2. When coughing or sneezing, cough or sneeze into a tissue or onto the sleeve.
3. Toss all used tissues and paper towels into a trash bin and wash hands.
4. Do not cough or sneeze into your hands.
5. If you're unable to wash your hands, use hand sanitizer.

Hand Sanitization

If soap and water is not available, CDC recommends that an alcohol-based hand sanitizer that contains at least 60% alcohol is used. To apply the sanitizer appropriately, follow these steps:

1. Apply sanitizer to the palm of the hand.
2. Rub hands together and all over all surfaces of both hands and fingers until dry. This typically takes about 20 seconds.



Hand Washing

Hand washing is the best hygiene practice and is the safest practice to keep everyone healthy and safe. Our hands are constantly touching items, equipment and surfaces that may contain many types of germs. Infection can quickly happen when you touch your face around your eyes, nose and mouth.

You can keep yourself and others safe by washing your hands as often as possible, especially:

1. When arriving to NMA and before leaving NMA;
2. Before and after eating food(s);
3. Before and after distributing meals;
4. Before and after using the restroom;
5. Before and after wiping your nose;
6. Before and after coughing and sneezing onto your hands;
7. Before and after giving medication to children attending NMA
8. Before and after activities during NMA's normal school hours;
9. Before and after recess;
10. Before and after cleaning, sanitizing, and disinfecting; and
11. Before and after picking up trash or handling garbage.

PROTECTING VULNERABLE POPULATIONS

Per the CDC, the following people are at a high risk for severe illness with COVID-19:

1. Individuals who have an underlying medical condition such as:
 - a. Serious Heart Conditions
 - b. Diabetes
 - c. Chronic Lung Disease
 - d. Chronic Kidney Disease Undergoing Dialysis
 - e. Obesity
 - f. Sickle Cell Disease
 - g. Compromised Immune System
2. Adults over the age of 65
3. Individuals that are pregnant

If there are staff members who need special accommodations as noted above, please see HR. If there are scholars who are medically vulnerable, the scholar(s) should be recommended to have other accommodations provided to them.

UNDERSTANDING MENTAL HEALTH & WELLNESS SUPPORT

This pandemic is new to all of us. It brings to us new challenges and may cause stress, fear, and anxiety for many. Know you are not alone - we are in this together. Remember to take care of your loved ones and especially, yourself.

NMA is prepared to support our staff and scholars with all challenges. Please see HR for several supporting resources for mental health and wellness.



VACCINATIONS

There are three types of vaccinations available: Pfizer (2 doses), Moderna (2 doses), and Janssen (1 dose). CDC has recommended that all individuals, regardless of their vaccination status, shall be required to wear masks indoors. This mitigation strategy will help prevent those who are vaccinated and those who are not vaccinated (wearing a mask helps YOU not spread the virus to others).

Per CDC, vaccinations are effective and are a way to help with the spread of viruses. COVID-19 vaccines are:

1. Safe and effective
2. Allow people to start doing the things they were able to do before the pandemic.

If you are looking for a vaccination site, use these websites: [Vaccine Locations / COVID-19 Updates and Information - State of Minnesota](#) or [How Do I Find a COVID-19 Vaccine? | CDC](#).

COVID-19 TESTING

Testing for COVID-19 is an important mitigation strategy that will help maintain our ability to provide safe in-person learning. NMA will be offering one type of COVID-19 testing: BinaxNOW rapid tests (on-site testing with quick results within 15 minutes for scholars and staff, particularly those who are symptomatic). BinaxNow rapid tests help us test symptomatic individuals and/or those identified as close contacts to COVID-19 positive individuals may both mitigate the further spread of the virus, and may, in some cases, allow the tested individual to quarantine and remain out of school/work for a shorter period of time.

BINAXNOW RAPID TESTING

The MDH/MDE are providing all schools across the state testing supplies to implement their own testing programs. NMA will be implementing a voluntary on-site rapid testing program for both scholars and staff experiencing symptoms of COVID-19.

When a scholar or staff member reports symptoms and/or close contact with a COVID-19 positive individual (whether symptomatic or asymptomatic), Terra Eicher will inform the scholar's parent(s)/guardian(s) and/or staff member of what on-site testing options are available, and how testing may affect their exclusion from school/work. Scholars may only be tested if they have a returned COVID testing consent form.

RESOURCES

1. The Centers of Disease and Prevention Control (CDC) - [CDC Coronavirus Disease 2019 \(COVID-19\)](#)
2. Minnesota Department of Health (MDH) - [Coronavirus Disease 2019 \(COVID-19\) - Minnesota Dept. of Health](#)
3. New Millennium Academy (NMA) - [New Millennium Academy](#)
4. MDH Decision Tree- [Updated Decision Tree](#)

FREQUENTLY CONTACTED STAFF

1. **Executive Director**, Kevin Xiong - (763) 235-7900, kevin.xiong@nmaedu.org



2. **Director of Operations**, Mai Ka Yang - (763) 235-7903, maika.yang@nmaedu.org
3. **Principal**, Thomas Thao - (763) 235-7900, thomas.thao@nmaedu.org
4. **HR Business Partner**, Daniel Machalec - (763) 235-7905, daniel.machalec@nmaedu.org
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6. **Health & Wellness Coordinator (COVID-19 Program Coordinator)**, Terra Eicher - (763) 235-7914, terra.eicher@nmaedu.org