**ASA Coronavirus Distance Learning Plan**

This document is to help outline the plan that ASA is implementing for student to continue to receive educational instruction during this shutdown due to the Novel Coronavirus (COVID-19). This plan will be modified or discontinued as is appropriate to the conditions at the time. Please continue to check in for additional guidance.

**Goal**

To minimize the disruption to learning caused by emergency school closures by making those out-of-school days as educationally productive and engaging as possible.

**Background on COVID-19**

Informational updates on COVID-19 can be found on the MDE site at: <https://education.mn.gov/MDE/dse/health/covid19/>

**Daycare Plan**

Currently, the MN Governor’s office released an executive order that schools provide daycare services:

**Emergency Workers in Tier I under the Executive Order**

**Healthcare personnel**

**[UPDATED 03/18/20]:** Personnel needed for direct care and critical administrative staff of the personnel needed for direct care

Community mental health providers

PCA/home health workers

Other workers providing direct care in a facility or in a person’s residence

Long-term facility personnel (full-time and part-time)

Group Homes and supportive housing settings

Residential Homes

Nursing Homes

Residential mental health, substance use disorder, pediatric/adolescent residential treatment facilities

Post-acute Care personnel (full-time and part-time)

Long-term hospital

In-patient rehabilitation

Home Health

Skilled nurses

Home health and personal care attendants (PCAs)

Adult, adolescent and pediatric residential mental health, behavioral health or substance use disorder treatment facilities, intensive residential treatment services (IRTS), emergency shelters, Health Care for the Homeless providers, and homeless drop-in centers

MNsure Navigators

County and tribal financial/eligibility workers for public programs

State, tribal and county staff in emergency management or health and human services, including case managers and direct service delivery

County and tribal child welfare

Pharmacy employees necessary for filling prescriptions   
  
**Emergency Medical Services personnel (full-time)**

Paramedics

EMTs

Immediate supervisory staff

EMS Operators and dispatchers

EMS region medical directors – necessary to make override decisions to direct ambulances to other ERs based on medical needs

**Law Enforcement personnel**

Full-time Police Officers and their supervisory staff

Full-time Sheriffs and their supervisory staff

Full time Minnesota DNR sworn conservation officers and their supervisory staff

Full-time State Patrol Officers and their supervisory staff

911 Operators and dispatchers their supervisory staff

Full-time Investigators (at the discretion of their Agency Chief)

**Firefighter personnel**

Full-time firefighters

Paid on call duty crew

**Personnel Providing Correctional Services**

*Minnesota Correctional Facility Staff*

Corrections officers

Correctional Lieutenants

Correctional Captains

Physical plant

Correctional facility case managers

Correctional facility educators and educational paraprofessionals

Wardens

Associate wardens

Correctional facility office assistants

Correctional facility nurses and supervisors

Correctional program therapists

Correctional facility IT staff

Correctional facility Human Resources staff

Correctional facility financial services personnel

Correctional facility records personnel

Correctional facility safety officers

*Centralized Correctional Operations Personnel*

Medical director

Director of health services

Reentry Services personnel

Policy and legal services personnel

Offender transportation personnel

Centralized records personnel

Centralized human resources personnel

Investigators - Office of Special Investigations/Professional Accountability

Minnesota Department of Corrections personnel assigned to Incident Management Team

Minnesota Department of Corrections personnel assigned to Continuity of Operations team

Minnesota Department of Corrections government and community relations personnel

Minnesota Department of Corrections Hearings and Release Unit personnel

Minnesota Department of Corrections Behavioral Health Unit personnel

Minnesota Department of Corrections – Communications Unit

Minnesota Department of Corrections – Office of Commissioner

*Minnesota Correctional Supervision Services*

State Probation officers and supervisors

State Probation agents and supervisors

State Supervised release agents and supervisors

State intensive supervised release agents and supervisors

County Probation officers and supervisors

County Probation agents and supervisors

County Supervised release agents and supervisors

County intensive supervised release agents and supervisors

**Public Health Personnel**

State, tribal and local public health employees directly supporting the response of COVID-19 and other infectious disease operations

State, tribal and local public health officials responding to imminent public health threats

Newborn health screeners

State, tribal and local public health lab priority services

State, city, county and tribal emergency management essential personnel supporting COVID-19

**Court Personnel**

Full-time Court personnel

**Essential Tier 2 Workers**

Beyond the emergency workers listed in the Governor’s Executive Order, there are other critical workers that are absolutely necessary for districts to consider. Care for children of educators, gas and electric utility workers, food distribution personnel, water treatment staff, and others outlined below is essential to ensuring the public continues to receive these vital services.

Districts should make every effort to provide care for school-age children of workers in the areas below, if they are able to do so while adhering to the Minnesota Department of Health’s social distancing guidelines.

Educators

Childcare workers

MNDoT employees

State and local essential IT personnel

Substance disorder treatment workers

Medical examiners

National Guard (if activated)

**Water Treatment/Wastewater**

Water Treatment Plant Operators

Drinking water distribution system maintenance workers

Safe drinking water delivery personnel

Wastewater Treatment Plant Operators

Storm and sanitary sewer system maintenance workers

**Day-to-Day Operations for Gas and Electric Utilities**

Electric utility lineworkers, substation technicians, meter technicians, dispatchers, power plant operators

Operations managers and supervisors

Fleet and maintenance technicians

Transmission and distribution engineers and operators

Construction coordinators and technicians

Fuel technicians

Relay coordinators

Control room/center operators

Cybersecurity related information technology personnel

Gas safety personnel

Gas utility operations personnel

Water system operators, water treatment plant operators

Wastewater system operators, wastewater treatment plant operators

Managers with key responsibility for customer and community communications and response

**Emergency Response for Gas and Electric Utilities**

Damage assessment personnel

Engineers

Safety personnel

Communications personnel

Mutual aid crews from other utilities

**Food Distribution Workers**

**[ADDED 03/18/20**]: *Food Production Personnel*

*Food Distribution Centers*

Drivers

Order selectors

Forklift loaders

IT personnel

Mechanics

Sanitation workers   
  
*In-Store Food Personnel*

Store clerks

Stockers

Food preparation personnel

Cleaning staff

Deli and produce staff

**Public Works**

City fleet (emergency equipment, fire trucks, police vehicles, etc.) maintenance workers

Traffic signal system maintenance workers

Emergency repair workers for bridges, water and sewer main breaks, and other emergent issues

Administrative support personnel that ensure OSHA safety requirements and field support for operations

Snowplow drivers

**Solid Waste Management (waste, recyclable/organics)**

Collection, transfer trailer truck drivers and their fleet maintenance crews

Transfer stations, landfills, resource recovery, recycling and organics facility operations staff

Heavy equipment operators, facility operators (e.g. scale house operator, loader operator, line operators, boiler operator)

Environmental systems (e.g. gas and leachate management, pollution control equipment)

**Infectious and Hazardous Waste Management**

Infectious and hazardous waste collection personnel

Infectious facilities operations personnel (e.g. autoclave and incineration operators)

Hazardous waste treatment, storage, and disposal facilities operations personnel

**Other Shelter Staff and Outreach Workers**

Outreach workers to people experiencing homelessness

Shelter and drop-in center maintenance, housekeeping and janitorial staff

Shelter and drop-in center security staff

Shelter and free meal program food preparation staff

Domestic violence and victims services shelter staff

**Telecommunication Network Operations**

Outside plant technicians for infrastructure restoration

Install/Repair Technicians for customer premise restoration as needed

Customer service representatives that interface with customers on service troubles

Dispatchers involved with service repair and restoration

**[ADDED 03/18/20]: State workers essential to the continuation of Minnesota Unemployment Insurance**

State daycare will be provided during normal school hours, any care hours before/after regular hours will be treated just like the normal before/aftercare program.

**Meals Plan**

Currently our vendor Lancer Dining is providing breakfasts and lunches for pickup. Being that they do ship from the metro, we do need advance notice of families who will be picking up. Currently pickup is at the Middle School on Mon/Wed from 11 am to 1:30 pm.

**Distance Learning/Attendance Plan**

To best meet students’ needs, instruction must be provided to students. This can take various formats, including but not limited to the following:

* Teachers creating pre-recorded instructional videos for students to watch that focus on teaching a concept.
* Teachers finding quality already-created videos that directly address the standard(s) for students to watch.
* Teachers sharing and utilizing textbooks, novels, articles, primary source documents, texts, or other supporting readings to guide students in thinking about a particular topic or skill.
* Students answering higher-level thinking questions on discussion boards, therefore learning from one another.

ASA is currently using a combination of Google Classroom, packets, and online conferences to make contact with students for distance learning. We will be modifying this plan as we find out what is effective. Teachers already should have been reaching out to families and testing connections. Individual cases may apply in terms of needs, but families can contact teachers to see what arrangements are available.

Additional tools for communication between teachers and families could include Google Hangouts, student email addresses, and parent provided email addresses. The Google Classroom format will help make it easy for students to (a) communicate with their teachers and classmates; (b) receive work and resources; and (c) send assignments back to teachers. Teachers may use other communication platforms such as Zoom, Google Meet, or SeeSaw in addition to Google Classroom.

**How to Contact**

Building Hours (as of 3/26):  
To minimize person to person contact and follow along with the Governor’s stay-in-place order, ASA is shifting building hours to the following:

*Elementary:*

In-Building - Daycare only  
Monday: Packet pickup in lobby 7 am – 2 pm.  
No in-person front office, all contact requests by phone/email. General line voicemails will be returned within 24 business hours.

*Middle School:*

Monday/Wednesday: Meal pickup 11 am – 1:30 pm.  
Mon/Wed: Office by phone 8 am – 2 pm.  
No in-person front office, all contact requests by phone/email. General line voicemails will be returned within 24 business hours.

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| **For Questions About:** | **Contact:** |
| Classroom/Subject/Assignments/Grades | The relevant classroom teacher, all addresses are [firstname.lastname@artandscienceacademy.k12.mn.us](mailto:firstname.lastname@artandscienceacademy.k12.mn.us) |
| Meals | Elementary: [casie.poser@artandscienceacademy.k12.mn.us](mailto:casie.poser@artandscienceacademy.k12.mn.us)  MS:  [amy.donegan@artandscienceacademy.k12.mn.us](mailto:amy.donegan@artandscienceacademy.k12.mn.us) |
| Daycare | Elementary: [lisa.brady@artandscienceacademy.k12.mn.us](mailto:lisa.brady@artandscienceacademy.k12.mn.us) |
| Special Education/Accommodations/Services | The relevant SpEd case manager, all addresses are [firstname.lastname@artandscienceacademy.k12.mn.us](mailto:firstname.lastname@artandscienceacademy.k12.mn.us) |
| Attendance Issues | Elementary: [sara.lebens@artandscienceacademy.k12.mn.us](mailto:sara.lebens@artandscienceacademy.k12.mn.us)  MS:  [rachel.hemsworth@artandscienceacademy.k12.mn.us](mailto:rachel.hemsworth@artandscienceacademy.k12.mn.us) |
| Technology Issues (reset passwords) | [jon.moberg@artandscienceacademy.k12.mn.us](mailto:jon.moberg@artandscienceacademy.k12.mn.us)  or  [kevin.fitton@artandscienceacademy.k12.mn.us](mailto:kevin.fitton@artandscienceacademy.k12.mn.us) |
| Technology Issues (chromebook repair) | [kevin.fitton@artandscienceacademy.k12.mn.us](mailto:kevin.fitton@artandscienceacademy.k12.mn.us) |
| All Other Issues | Elementary:  [lisa.brady@artandscienceacademy.k12.mn.us](mailto:lisa.brady@artandscienceacademy.k12.mn.us)  MS:  [jon.moberg@artandscienceacademy.k12.mn.us](mailto:jon.moberg@artandscienceacademy.k12.mn.us) |