

**District/School
Name:** _____

14 Day Date Range: _____

Considering Models: _____



Informed Decision Making Action Step Tracker for Safe Learning Plans 2020-21

November 5, 2020

Record your data and action steps to inform your decision making process as you transition from one learning model to another. The questions are to help guide and track the strategies you put into place when making changes to either a more or less restrictive model.

Setting/Group	Relevant Data Points
County	
School and Community	
Student Activity Groups	
Special Groups (High Risk Categories or Caregivers)	

Case Rate Data

Case Rate	Our Data	Readiness Notes and Action Steps			Considerations	Resources
County					<ul style="list-style-type: none"> How has the rate of cases changed in last 2-4 weeks within the district or schools? Consider the case rates of county in proximity that your students/families and staff frequent as business/industry/workplace hubs. 	Data for K-12 Schools: 14-day COVID-19 Case Rate by County (PDF) MDE.LearningModelPortal@state.mn.us Minnesota's Safe Learning Plan for the 2020-21 School Year Minnesota Department of Health Main COVID-19 page for Schools and Child Care 2020-21 Planning Guidance for Minnesota Public Schools Executive Order 20-82
School and Community					<ul style="list-style-type: none"> Are the rates trending upward in the school or district? What are your quarantine rates? What is the impact of close contacts numbers on staffing and students? Are the rates trending upward in the local community? Are you considering the rates of infection from traced close contacts? 	Data for K-12 Schools: 14-day COVID-19 Case Rate by County (PDF) Minnesota's Safe Learning Plan for the 2020-21 School Year 2020-21 Planning Guidance for Minnesota Public Schools Minnesota Department of Health Main COVID-19 page for Schools and Child Care

					Minnesota Department of Health Main COVID-19 page for Schools and Child Care
Student Activity Groups				<ul style="list-style-type: none"> • Are these students, groups or communities mixing through sports, community education or activities? • Are you tracking confirmed cases and close contacts related to these student groups? 	Data for K-12 Schools: 14-day COVID-19 Case Rate by County (PDF) Communities: Sports and Music Activities COVID-19 Prevention Guidance for Youth and Student Programs (PDF) Approved Fall Sports Seasons
Special Groups (High Risk Categories or Caregivers)				<ul style="list-style-type: none"> • How are your vulnerable communities or special populations being impacted? (Students with disabilities, English learners, students experiencing housing instability, students of color?) • Do you have enough counselor and social workers to connect with identified students/families? • Do you have capacity for IEP case managers to connect with students/families and supports in place? • How many students are living in intergenerational homes where they could bring it home to an elder? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Minnesota Department of Health Main COVID-19 page for Schools and Child Care COVID 19 Response Childcare Information for Families and Providers Special Education COVID-19 Resources Early Care and Education Guidance and Frequently Asked Questions for the 2020-21 School Year

					Minnesota Department of Health Main COVID-19 page for Schools and Child Care What to do What Notified of a Lab-Confirmed COVID-19 Case in a School or Child Care Setting School-Age Care Guidance and Frequently Asked Questions for the 2020-21 School Year Data for K-12 Schools: 14-day COVID-19 Case Rate by County (PDF)
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Health Best Practices in Instructional Settings

Case Rate	Our Data	Action Steps			Considerations	Resources
COVID Coordinator					<ul style="list-style-type: none"> Do you have a COVID coordinator and clear communication processes in place? Have you connected with your Regional Support Teams for consultation? 	Minnesota's Safe Learning Plan for the 2020-21 School Year
Face Coverings: Students					<ul style="list-style-type: none"> Have students been oriented to proper safety measures, including use of masks, washing hands, etc.? 	Masking in Schools (PDF) COVID-19 Decision Tree for Schools

					Masking Requirements for Child Care Minnesota Department of Health Main COVID-19 page for Schools and Child Care Early Care and Education Guidance and Frequently Asked Questions for the 2020-21 School Year Minnesota's Safe Learning Plan for the 2020-21 School Year
Face Coverings: Staff				<ul style="list-style-type: none"> Have staff been oriented to proper PPE and safety measures, including use of masks, washing hands, etc.? 	Masking in Schools (PDF) Minnesota's Safe Learning Plan for the 2020-21 School Year
6-Foot Social Distancing				<ul style="list-style-type: none"> How long will it take to modify the space (i.e.: move desks, cohort student groups, etc.?) Do staff have an understanding of social distancing, masking and exclusionary guidance? Are floor decals in place? Are seating charts for classrooms developed? Are seating charts for classrooms, buses, lunch, etc. and meal distribution plans in place? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Minnesota Department of Health Main COVID-19 page for Schools and Child Care

Daily Cleaning of Building and High Touch Surfaces					<ul style="list-style-type: none"> Are PPE and cleaning supplies provided and adequately stocked? 	Home Screening Tool for COVID-19 Symptoms Minnesota Department of Health Main COVID-19 page for Schools and Child Care Guidance for Delivering Direct Student Support Services: Staff Protective Equipment (PDF) Minnesota's Safe Learning Plan for the 2020-21 School Year
PPE for Direct Support Services					<ul style="list-style-type: none"> Do staff have an understanding of proper PPE? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Guidance for Delivering Direct Student Support Services: Staff Protective Equipment (PDF) Home Screening Tool for COVID-19 Symptoms Minnesota Department of Health Main COVID-19 page for Schools and Child Care 2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19
Isolation Procedures					<ul style="list-style-type: none"> When children fall ill, do you have an isolated area while they're in the building? 	COVID-19 Attendance Guide for Parents and Families

				<ul style="list-style-type: none"> Is there a process in place for transporting ill children home if needed? Do we have families understanding of home screening and attendance decision making? 	COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs Home Screening Tool for COVID-19 Symptoms COVID-19 Attendance Guide for Parents and Families Minnesota Department of Health Main COVID-19 page for Schools and Child Care Guidance for Delivering Direct Student Support Services: Staff Protective Equipment (PDF) Minnesota's Safe Learning Plan for the 2020-21 School Year
Limit Non-Essential Visitors/Groups				<ul style="list-style-type: none"> Do you have clear guidelines and communications to identify essential people and limitations for non-essential visitors/groups? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Minnesota Department of Health Main COVID-19 page for Schools and Child Care Event and Facility Management Guidance and Information
Discontinue Large Gatherings				<ul style="list-style-type: none"> Do you have clear guidelines and communications to discontinue large gatherings that do not allow for social distancing? 	Minnesota Department of Health Main COVID-19 page for Schools and Child Care

					<ul style="list-style-type: none"> Do you have alternative methods which establish virtual or social distancing to “gather” people for essential activities or events? 	Event and Facility Management Guidance and Information
Monitoring and Excluding for Illness					<ul style="list-style-type: none"> Do you have adequate ventilation or ability to modify for proper ventilation? Do you have an adequate supply of filters? Can you effectively isolate sick students? 	Minnesota Department of Health Main COVID-19 page for Schools and Child Care 2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19 Data for K-12 Schools: 14-day COVID-19 Case Rate by County (PDF) Guidance for Delivering Direct Student Support Services: Staff Protective Equipment (PDF) Minnesota’s Safe Learning Plan for the 2020-21 School Year
School Community COVID-19 Mitigation Plan					<ul style="list-style-type: none"> Have you established a relationship with Local Public Health and what support they are able to provide? Have you considered the role of testing in the school community to identify and isolate the virus in relation to maintaining in person and/or hybrid learning models? Have you assessed the resources needed to support 	(Sally’s/Susan) Graduated Mitigation Strategies checklist MDH Guidance on information related to schools Safe Learning Plan for the 2020-21 School Year Minnesota Department of Health Main COVID-19 page for Schools and Child Care

					testing in the school community?	MDH Materials and Resources for COVID-19 Response Guidance for Delivering Direct Student Support Services: Staff Protective Equipment (PDF) COVID-19 Saliva Testing for Public and Private Teachers and School Staff: Frequently Asked Questions (PDF)
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Instructional Preparedness

Case Rate	Our Data	Action Steps			Considerations	Resources
Access to Technology					<ul style="list-style-type: none"> Do students and staff have access to technology, devices and internet to support the identified learning model? Have students, staff, parents/families been trained to use the technology, online platforms, etc.? 	Minnesota's Safe Learning Plan for the 2020-21 School Year
Sufficient Staffing					<ul style="list-style-type: none"> Do you have sufficient staffing in place, in all areas, to meet the needs of the learning model chosen? How many staff are in high risk categories or caregivers to someone in a high risk category? How many staff are out on medical or alternative leave? 	Special Education COVID-19 Resources Minnesota's Safe Learning Plan for the 2020-21 School Year

					<ul style="list-style-type: none"> • Are any staff in isolation or quarantine? • Do you have enough substitutes, administrative and office staff, health aids/nurses, custodial, bus drivers, food service support, etc.? • Do you need to do resource typing to be able to fill positions or provide back-ups if someone is out? 	
Reduced Class Sizes					<ul style="list-style-type: none"> • Do you have plans for reducing class sizes to 50% capacity and maintaining social distance requirements? 	Minnesota Department of Health Main COVID-19 page for Schools and Child Care Minnesota's Safe Learning Plan for the 2020-21 School Year
Cohorted Classrooms					<ul style="list-style-type: none"> • Do you have all of your classrooms self-contained, with minimal or no mixing with other cohorts? • Do you have the ability to rotate teachers between classroom to reduce student contact with one another? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Early Care and Education Guidance and Frequently Asked Questions for the 2020-21 School Year
Professional Development					<ul style="list-style-type: none"> • Have all of your instructional staff received sufficient professional development to implement distance and/or hybrid learning models? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Special Education COVID-19 Resources

Facility and Transportation Capacity

Case Rate	Our Data	Action Steps			Considerations	Resources
School Facility					<ul style="list-style-type: none"> Do you have your facility at 50% capacity? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Minnesota Department of Health Main COVID-19 page for Schools and Child Care Event and Facility Management Guidance and Information Early Care and Education Guidance and Frequently Asked Questions for the 2020-21 School Year
Ventilation System					<ul style="list-style-type: none"> Do you have adequate ventilation or ability to modify for proper ventilation? Do you have an adequate supply of filters? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Minnesota Department of Health Main COVID-19 page for Schools and Child Care
Transportation					<ul style="list-style-type: none"> Do you have your transportation model at 50% capacity? Are seating charts for buses complete? Are you able to deep clean the buses in between routes? Do you have an adequate number of substitute drivers in line if needed? 	Minnesota's Safe Learning Plan for the 2020-21 School Year Transportation of Nonpublic and Charter School Students 2020-21 Event and Facility Management Guidance and Information

Engagement and Communications

Case Rate	Our Data	Action Steps			Considerations	Resources
Governance/Board					<ul style="list-style-type: none"> How has your governance been engaged, informed and come to consensus on learning model? How have you engaged with the Incidence Response Team? 	Minnesota's Safe Learning Plan for the 2020-21 School Year MDH Materials and Resources for COVID-19 Response
Staff and Unions					<ul style="list-style-type: none"> How are you using teacher and other staff bargaining unit information or survey data? Are staff local or do they come from outside your city/town area? What are the case rates where most of staff live? What is the case rate and what is the learning model is in place in those areas? 	Minnesota's Safe Learning Plan for the 2020-21 School Year MDH Materials and Resources for COVID-19 Response:
Parent/Family					<ul style="list-style-type: none"> How are you measuring parent and family input and feedback in decision making process? What is survey or other types of feedback data indicating about family choice? Are families being given a more restrictive model to choose? How are you supporting learners who are in isolation or quarantine? 	Minnesota's Safe Learning Plan for the 2020-21 School Year MDH Materials and Resources for COVID-19 Response Minnesota Department of Education: COVID-19 Updates COVID-19 Attendance Guide for Parents and Families

Community					<ul style="list-style-type: none"> • How are you measuring stakeholder and community input and feedback in decision making process? • What is survey or feedback data indicating about community supports, resources to implement your chosen learning model(s). • For transparency, are you providing the community with all of the considerations in safe learning planning and decision making? 	Minnesota's Safe Learning Plan for the 2020-21 School Year MDH Materials and Resources for COVID-19 Response: Minnesota Department of Education: COVID-19 Updates Early Care and Education Guidance and Frequently Asked Questions for the 2020-21 School Year
Communications					<ul style="list-style-type: none"> • Have you developed clear and plain language communications, translated them for your families? • Have your communication resources effectively created outreach and awareness within your school and greater community? 	Minnesota's Safe Learning Plan for the 2020-21 School Year MDH Materials and Resources for COVID-19 Response Home Screening Tool for COVID-19 Symptoms Minnesota Department of Education: COVID-19 Updates COVID-19 Attendance Guide for Parents and Families Early Care and Education Guidance and Frequently Asked Questions for the 2020-21 School Year

Email Addresses and Function

- [Regional Coordinator](#) is the first point of contact for a district/charter:
 - Confirmed case of COVID within school community
 - Consultation request for MDH Health Consultants on learning model
 - Support for testing – individual testing or mass testing events
- [COVID-19.Questions.MDE@state.mn.us](#)
 - Clarifications on MDE guidance
 - Can help with connections to the appropriate MDE Staff
- [MDE.LearningModelPortal@state.mn.us](#)
 - Questions and concerns about reporting changes to the learning model
- [RegionalSupport.MDE@state.mn.us](#)
 - Email originally provided for superintendents and COVID Coordinators
 - Moving forward this inbox may not be needed but we have it now for their submission of COVID Coordinators and immediate regional support team needs as we get teams up and running