



COVID-19 Safe Learning Plan: Hayfield Schools Employees

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COVID-19 Preparedness Plan

Introduction

The safety and well-being of all staff are a priority for Hayfield Public Schools as we begin to shift from working at home to working in our classrooms and offices. Changes in the way the workplace looks along with new practices and protocols have been implemented to follow recommended state and national safety guidelines.

Measures including the requirement to wear a mask or face covering (including face shields), more frequent cleaning and sanitizing of public and work areas, access to hand sanitizer in classrooms, offices, and buildings, and flexible work schedules to avoid large congregations of people are detailed in this document.

The COVID-19 Preparedness Plan has been developed in response to the pandemic. All HAYFIELD employees are responsible for understanding, implementing, and complying with all aspects of this Preparedness Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces, and to collaboratively ensure that all employees feel safe and secure to effectively navigate the complexities of a “new normal.”

The cooperation of all staff in maintaining a safe environment as the district and the community continue to fight the spread of COVID-19 is critical and appreciated. As always, HAYFIELD staff will continue to meet the challenges of the COVID-19 pandemic with creativity and perseverance, embodying the commitment of educating all students for success, no matter the circumstances.

Guidance concerning COVID-19 is regularly updated. The information contained herein outlines the current best practices provided by the CDC, Minnesota Departments of Health (MDH) and Education (MDE), and Dodge/Mower/Olmsted County Public Health. As guidance from public health authorities changes as the COVID-19 pandemic evolves, our Preparedness Plan will also be revised and updated so that we continue to follow the most current information on maintaining workplace safety.

Sincerely,

Gregg Slaathaug, Superintendent

COVID-19 Preparedness Plan

Health and Safety

Building Hours

- District buildings will be open from 6:30 a.m. to 6:00 p.m. to accommodate before-and after-school childcare.
- Employees should arrive a few minutes prior to their start time. The building, offices, and workstations will undergo daily cleaning, which requires that staff and visitors be clear of the building no later than 6:30 p.m. Teachers are able to be in their classrooms after hours.

Health and Safety Precautions

In order to slow the spread of the virus that causes COVID-19 any individual that [believes they may be sick](#) or has been in recent close contact with a confirmed case **should stay home**.

The CDC does not currently recommend universal symptom screenings of employees (or students) be conducted by schools. Therefore, **employees are required to self-monitor for signs and symptoms of COVID-19**. Additionally, employees must self-report a possible COVID-19 diagnosis to their Principal and Superintendent.

The following procedures are implemented to help employees assess their health status prior to or upon entering the workplace and for employees to report if they are sick or experiencing COVID-19 symptoms.

- Prior to arriving at work, employees are required to self-screen their health status. If the self-screening affirms that the employee is not experiencing any of the following outlined symptoms on the following page, the employee should report to work as scheduled.
- While at work, each employee is to monitor how they are feeling. If they start to feel ill, they are to immediately stop work and report how they feel to their building nurse or Principal. If the employee's symptoms are consistent with those listed on the following page, the employee will be directed to leave the facility by the most direct route and encouraged to contact their healthcare provider.
- If you are experiencing COVID-19 symptoms you should call Jeanne for a sub and also call the building principal.

COVID-19 Preparedness Plan

Health Screening

COVID-19 Symptoms

- Fever \geq 100.4
- Congestion or runny nose
- Chills or repeated shaking with chills
- Body aches and pains
- New loss of taste or smell
- Nausea
- Vomiting
- Diarrhea

Reporting COVID-19 Symptoms

The employee's Principal and Superintendent should be contacted in any of the following situations:

- If an employee is feeling or experiencing any of the symptoms above. They should also stay at home and are advised to contact their healthcare provider. The employee is to update School Nurse and Superintendent with the healthcare provider's recommendations.
- Employees returning from travel outside of Minnesota or the country need to comply with the current CDC and MDH guidelines for quarantine.
- If an employee has been directly exposed to a person who has been diagnosed with COVID-19. They should also stay home for 14 days prior to returning to work and continually monitor their health for possible symptoms.
- If an employee has been tested for COVID-19 and is awaiting test results, they must notify their Principal and Superintendent, and stay home until they have received a negative result, and 10 days have passed since symptoms first appeared, and fever free for 24 hours without medication.

Response to Exposure

<p style="text-align: center;">Confirmed case in a class, school, activity</p>	<p>I think or know I had COVID-19, symptoms</p>	<p>I tested positive but had no symptoms</p>	<p>For non-COVID-19 illnesses</p>
<ul style="list-style-type: none"> ● Hayfield will work with Health Dept& MDH through Regional Support Teams to identify a person’s exposure to others ● Close contacts quarantined at home for 14 days; seek testing if a person becomes symptomatic OR at least 5-7 days after exposure ● Family members of a positive case must quarantine 	<p>Return after: ✓ 10 days since symptoms first appeared, and</p> <ul style="list-style-type: none"> ✓ No fever (<100.4°F) 24 hrs without using medication; and ✓ ALL symptoms have improved ● Seek health care provider’s advice on testing 	<p>Return after: ✓ 14 days have passed since the test</p> <ul style="list-style-type: none"> ● If you develop symptoms after testing positive, follow the guidance at left 	<p>Remain home until:</p> <ul style="list-style-type: none"> ✓ You feel better ✓ No fever (<100.4°F) 24 hrs without using medication

Site COVID-19 Program Coordinators

Principals are responsible for communicating concerns, challenges and lessons learned related to preventive activities as needed with staff, students/families, school and district leadership, and local health officials to the District COVID-19 Coordinators, Michelle Nelson, school nurse and Gregg Slaathaug, Superintendent

Employee Privacy and Leave Policies

Employee Privacy

Our policy is to protect the privacy of employees' health status and health information. Per [Board Policy 406](#): Public and Private Personnel Data, medical information for an employee is private information and will not be released. In the event we need to communicate about potential exposure:

- The identity of an employee (or any student) who has been exposed or has received a positive COVID-19 diagnosis is not shared.
- Any notification will be limited to whether a potential exposure to COVID-19 has occurred at one of our schools, and will only include details about affected areas in the school or worksite. **NOTE:** Notification will be consistent with MDH Guidance.

Employee Leaves

Hayfield Public Schools has leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. These policies include paid sick leave, [FFCRA Leave](#) (Families First Coronavirus Response Act), FMLA (Family Medical Leave Act), earned personal leave/vacation, long-term disability, and approved leave of absences.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. Current data regarding the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19 is limited and may change as the science evolves.

The District will comply with the ADA (Americans with Disabilities Act) and the Minnesota Human Rights Act, entering into an interactive dialogue with staff to help determine what accommodations may be possible for their individual needs.

Please contact the Superintendent with any questions.

Masks and Face Coverings

The health, safety and well being of students and staff is a priority. We respect and care for the health of our community; face coverings are an important measure to help slow the spread of COVID-19. Face coverings are intended to prevent the wearer from unknowingly spreading COVID-19. There is growing evidence that they also provide some protection for the wearer.

Until further action by the State of Minnesota or Hayfield Public Schools, all students and staff are required to wear a mask or face covering while attending school or a school function in any school building, facility, or other areas of campus. This includes when operating or riding in district-owned vehicles.

We understand that no one type of face-covering works for every child. Appropriate face coverings include paper or disposable masks, cloth face masks or coverings, neck gaiters, face shields, bandanna, or scarf. Masks that incorporate a valve designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are **NOT** sufficient face coverings because they allow exhaled droplets to be released into the air.

Face Covering for Employees

- This requirement applies to all persons inside/outside schools and District facilities and vehicles.
- Face coverings must completely cover the mouth and nose at all times (see exceptions below).
- Face coverings, including masks and face shields, will be provided to each employee at the start of the school year. The ongoing care and cleaning of masks is the responsibility of the wearer.

Employees are allowed to use personal face coverings provided they:

- Do not limit vision needed to perform work duties safely.
- Are workplace appropriate so as to not be disruptive to the educational process and must adhere to the District's dress code policy restricting logos and clothing that promotes alcohol, drugs, tobacco, racism, hate, political ideology, gang affiliation, nudity, violence, and profanity.

Exceptions

- Persons that have trouble breathing, are unconscious, incapacitated or otherwise unable to remove the mask without assistance.

- Working alone at a desk or cubicle with walls higher than face level and maintaining six feet of distance from all others.
- Working alone in a room (office or conference room).
- Eating or drinking while maintaining distance from others.
- When an accommodation is necessary as indicated by an employee's healthcare provider. (**NOTE:** Documentation from the healthcare provider is required if an accommodation is needed, and must be submitted to the employee's Principal.)
- Teachers may allow students to remove masks/face coverings on a case-by-case basis for specific instructional needs and other activities.

Hygiene Practices

One of the greatest preventive measures that can be taken against the spread of COVID-19 is handwashing. Hand sanitizers (of greater than 60% alcohol) can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Basic infection prevention measures are being implemented at all workplaces -classrooms, offices, conference and training rooms, school buses -at all times.

These include the following:

- Classrooms will have hand sanitizers for use when hand washing may not be possible.
- Hand sanitizers are also in school buses, offices, conference rooms, and other areas where students and employees occupy.
- Employees (and students) are welcome to bring hand sanitizer for personal use but are not required to do so.
- Employees should establish an example for others by frequently washing their hands, especially at the beginning and end of their workday, prior to any mealtimes or breaks, and after using the restroom.

COVID-19 Preparedness Plan Health and Safety Precautions

Physical Space and Distancing

Social distancing is being implemented throughout the district in classrooms and offices through the following engineering and administrative controls:

- Employees should be mindful of room space limits and allow for safe distancing at all times.
- When engaged in work-related conversations, employees should maintain a safe distance.
- Employees are prohibited from gathering in groups and confined areas; from using other employees' protective equipment, phones, computer, desks, cubicles, workstations, offices, or other personal work tools and items.
- Schools will create as much space between people as possible during the day, recognizing that it is not always feasible to have 6-feet of physical distancing during primary instructional time in the classroom.
- Classroom furniture, including desks, chairs, and tables are set up to maximize the physical distance to the extent possible.
- Plexiglass sneeze guard barriers placed in areas where it is difficult for individuals to remain at least 6 feet apart. If a barrier is not possible, employees must wear masks anytime 6-foot distancing cannot be maintained.
- Avoid visiting or socializing at another employee's cubicle or office.

Workstations and Individual Offices

- The office/workstation of an employee who demonstrates symptoms consistent with COVID-19 or has been diagnosed with COVID-19 will not be used for 24 hours.
- After 24 hours, the office/ workstation will be cleaned and sanitized. Employees in individual offices should not hold meetings or host guests unless social distancing can be enforced.

COVID-19 Preparedness Plan Health and Safety Precautions

Meals and Break Rooms

While there is no data to suggest that COVID-19 can be transmitted through properly cooked and handled food, the coronavirus can live on surfaces for extended periods of time and is highly transmissible in locations like break rooms where people are gathered in close proximity for extended periods of time and where surfaces are improperly sanitized between use.

To best protect employees in these areas:

Lunch Rooms	Employees may purchase food in the lunchroom, using your JMC account number.
Break Rooms	<p>Employees may use break rooms, but will not be permitted to congregate.</p> <p>While these areas will be sanitized daily, cleaning products will be made available so that you may personally sanitize surfaces, handles, etc before and after your personal use.</p> <p>Sharing of any foods or utensils is strongly discouraged.</p>
Class Rooms	<p>If you choose to eat in a class room, you are responsible for sanitizing the area after you are done.</p> <p>You must remain 6 feet apart!</p>

Conference and training rooms

- Conference rooms and shared workspaces will be limited in use or may be repurposed.
- Whenever possible, meetings should be held remotely.
- Seating shall be situated so that persons maintain 2 chairs between each other and staggered, so they are not directly across from each other.
- Use of whiteboards is limited to persons with their own set of markers (no sharing allowed).
- All persons in attendance wear their mask for the duration of the meeting.

Supply Rooms and Shared Equipment

<p>Sharing supplies, such as pens, pencils, notepads, etc, and congregating in work, mail/copy rooms, and supply areas is strongly discouraged. Desks and any touchable surfaces should be wiped down daily at the end of use.</p>	<p>Individuals are responsible for sanitizing shared equipment, such as copy machines, before and after use. Wipes and cleaners will be provided.</p>
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Cleaning and Materials Handling

Our response will continue to be science-driven. As that changes so will our priorities for reducing the risks to our students and staff. Early on, there was a heavy emphasis on cleaning and concern regarding infections being transmitted from touching things. As the science progressed, it became clear that infections are associated with close proximity to others, not surfaces.

Our cleaning and disinfection procedures follow the guidance from MDH and CDC, including the use of EPA-registered products on high-touch surfaces and shared equipment.

Enhanced cleaning practices include:

- Frequent cleaning and disinfecting of high-touch surfaces and shared equipment.
- Bathrooms will be cleaned and disinfected regularly.
- Classroom and office personnel are regularly provided with disinfectant supplies to clean and sanitize high-touch areas in their work areas as needed and preferred.
- Student lockers may be minimized due to the gathering of students.
- Any classroom with a positive COVID-19 case will be cleaned and disinfected according to CDC guidance.
- Hand sanitizer will be available inside each bus.
- High-touch surfaces on school buses will be sanitized, and buses will be thoroughly cleaned and disinfected at the end of AM and PM routes.
- Drop-off / pick-up processes may be modified to allow for physical distancing and limit students from congregating.

In the event of an exposure to COVID-19, the following cleaning and disinfecting steps will be performed:

- Quarantine/barricade the area(s) where the exposed individual worked until it can be cleaned and disinfected. CDC recommendation is to wait 24 hours before cleaning/disinfecting if possible.
- The classroom/workspace may be closed/isolated on a case-by-case basis. District COVID-19 Coordinators will make decisions based on circumstances and exposures in consultation with the MDH Regional Support Team.

Air and Ventilation Systems

We are complying with CDC filtration recommendations for heating and ventilation systems, including an increase in fresh air intake and circulation.

Visitors

Limits will be placed on nonessential visitors. Essential visitors will be required to sign in as usual and will be required to wear masks.

Communications and Expectations

Communicating uncertainty is challenging but possible. We are committed to communicating plans and changes to staff and families as soon as we are able to act diligently and with care for all. As we navigate this global health emergency, flexibility and teamwork are keys to our success. A new school year in the midst of a pandemic brings challenges, opportunities, and last-minute changes, requiring patience and flexibility. Communicating ever-changing recommendations, mandates, and orders to our stakeholders -students, parents, and staff -can add a layer of challenge that requires consistent messaging, clear action statements, and acknowledgment of the unknown.

This **COVID-19 Preparedness Plan** will be shared with all employees and posted to the district website. All employees are expected to comply with and follow the established guidelines and protocols in this plan for the health and safety of our school community. Superintendent and Principals are expected to ensure compliance with these provisions and support employees as needed.

COVID-19 Preparedness Plan Resources

Resources

[Minnesota Department of Health](#)

[Minnesota Department of Education](#)

[Governor's Executive Orders](#)

[CDC](#)