



# NRHEG Public Schools COVID-19 Preparedness Plan

2020-2021 School Year

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## Introduction

NRHEG Public Schools is committed to providing a safe and healthy workplace for all our employees, students, parents, and visitors. To ensure we have a safe and healthy workplace, NRHEG Public Schools has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All employees are responsible for implementing this plan. The goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among all employees. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by NRHEG administration who maintains the overall authority and responsibility for the plan. However, all employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. NRHEG employees have the administration's full support in enforcing the provisions of this plan.

Our workers are our most important assets. NRHEG Public Schools is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. Since March 2020, all staff have been involved in various degrees with the COVID-19 Preparedness Plan. There has been open communication with staff and staff have been encouraged to address questions and concerns with administration and the school nurses. Staff concerns and suggestions have been implemented into this plan when they follow the overarching guidelines set forth by MDE/MDH/CDC.

NRHEG Public Schools's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick employees and students stay home and prompt identification and isolation of sick persons;
- social distancing – employees and students must be at least six-feet apart;
- employees and students hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

NRHEG Public Schools has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance for public schools from the Minnesota Department of Education (MDE), Minnesota Department of Health (MDH), and the Centers for Disease Control and Prevention (CDC). Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our schools include:

- additional protections and protocols for guests, visitors and vendors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;
- additional protections for receiving or exchanging payment; and
- additional protections and protocols for certain types of services within the school district.

# COVID-19 INCIDENT COMMAND TEAM

Dale Carlson, Superintendent  
Doug Anderson, Elementary School Principal  
David Bunn, Secondary School Principal  
Carrie Petsinger, District School Registered Nurse  
Ladonna Olson, District Licensed Practice Nurse  
Karla Christopherson, Business Manager  
Corrine Schuller, Payroll Manager  
Richard Stenzel, Secondary School Lead Custodian  
Paul Kampen, Elementary School Lead Custodian  
Dan Stork, Activities Director  
Macy Whiteside, Community Education Director  
Heather Harms, Special Education Director  
Linda Hullopeter, Special Education Assistant Director

## COVID-19 Program Coordinators

The purpose of the Program Coordinator is to communicate "concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, student/families, school and district leadership, and local health officials."

Carrie Petsinger and Donna Olson will serve as Program Coordinators.

## Ensure Sick Employees Stay Home / Identification and Isolation of Sick Employees

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

- [COVID-19 Employee Health Plan](#) - This document is intended to assist employees with information related to the potential impact COVID-19 may have on an employee's health, work, and leave options. This document is a "work-in-progress" as we continue to learn and adapt to new and changing information.
- Health Screening Protocol - All visitors entering the building will be screened. The following link is NRHEG's screening protocol:  
[Safety Protocol for Visitors 7-24-2020](#) This is subject to change based on the number of positive COVID-19 cases in the school and community.  
[Visitor and Employee Health Screening Checklist](#)

- Protocol for Employees to Communicate when Sick and/or Experiencing Symptoms While at Home
  - [NRHEG Protocol for Sick Employees at Home](#)
  - Refer to [COVID-19 Employee Health Plan](#) for reporting illness while at home.
  - [What to Do If You Are Sick](#)
  - [Considerations for Schools](#)

- Protocol for Employees to Communicate when Sick and/or Experiencing Symptoms While at Work
  - [NRHEG Protocol for Sick Employees at Work](#)
  - Refer to [COVID-19 Employee Health Plan](#) for reporting illness while at work.
  - [Considerations for Schools](#)

- Protocol for Isolating Employees in the Workplace Until They Can go Home
  - [NRHEG Protocol for Isolation of Sick Employees](#)
  - [What to Do If You Are Sick](#)
  - [About COVID-19](#)
  - [Should I Get Tested? / COVID-19 Updates and Information - State of Minnesota](#)
  - [COVID-19 and When to Return to Work](#)
  - [Considerations for Schools](#)

- Employee Leave Policies

NRHEG Public Schools has implemented leave policies that promote employees 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. Describe and provide our sick leave, the Family Medical Leave Act (FMLA) and other policies addressing these situations.

#### **Sick Leave Benefits**

For a regular sick day, an employee would utilize their sick leave bank. The sick leave bank is addressed in employee contracts.

#### **Family Medical Leave Act (FMLA)**

For FMLA qualifying events, the employee may access the FMLA request process at [FMLA / FMLA Request Process](#).

#### **Families First Coronavirus Response Act (FFCRA)**

Under the Family First Coronavirus Response Act (FFCRA), if the leave is COVID related, they would have an additional up to 80 hours (based on their regular hours of work) for the following reasons:

1. Advised or Subject to Quarantine / Experiencing Symptoms - Full Pay Up to \$511/day
  - The employee themselves is advised from a health care provider to self-quarantine or are subject to a quarantine or isolation order, or are experiencing symptoms of COVID and seeking a medical diagnosis.
  - The employee has been advised to self-quarantine due to concerns related to COVID (High-risk situation).
2. Caring for Individual Subject to Quarantine or Isolation Order / Child Care - Two-thirds Pay up to \$200/day
  - Employee must care for an individual subject to a quarantine or isolation order.
  - The employee must care for an at-risk family member adhering to exposure to or symptoms of COVID-19
  - Experiencing other substantially similar conditions specified by US Health and Human Services.
  - Caring for own child whose school or place of care has closed or unavailable due to COVID. This reason would be followed up with FMLA rights and responsibilities within 5 business days. This would allow for an additional 10 weeks of leave.

Employees would not utilize this leave if they were able to telework.

There is a form available on the school website if an employee wishes to utilize this leave at [FAMILIES FIRST CORONAVIRUS RESPONSE ACT LEAVE REQUEST FORM](#)

In cases of last-minute absences, employee should enter as a sick leave on Absence Management and after completion of the form, the leave reason will be changed to a COVID related reason.

- Accommodations for Underlying Medical Conditions

An employee experiencing underlying medical conditions or who have household members with underlying health conditions and are requesting not to report to work at the worksite are entitled to all qualifying negotiated contract, FMLA, or FFCRA provisions.

An employee requesting accommodations at the workplace is to see their administrative supervisor.

- Employees Working from Home

A request by an employee to work remotely must follow contract provisions and be approved in advance by administration. Refer to [COVID-19 Employee Health Plan](#) for work accommodation or telework requests.

- Protocol for Informing Employees if They have Been Exposed to a Person at Their Workplace

NRHEG Public Schools has implemented a protocol in collaboration with MDH and/or the county health departments for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. The following protocol will be followed:

[NRHEG Protocol for COVID-19 Notification](#)

[Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs](#)

- Privacy Protection of Employees

The school district will follow all HIPAA regulations to protect the privacy of employees' health status and health information.

[NRHEG Protocol for COVID-19 Notification](#)

[HIPAA for Professionals](#)

## Social Distancing Required

Social distancing of **at least six feet**

- Will be enforced for all visitors, guests and vendors at all times.
- Will be enforced for staff and students dependent on the Learning Model including Hybrid and Distance Learning.

Social distancing will be implemented and maintained in the workplace through the following engineering and administrative controls:

- Industry guidance and protocol for implementing social distancing.

[Safety Protocol for Visitors 7-24-2020](#)

[Social Distancing Guidance for Youth and Student Programming](#)

[2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19](#)

- Protections and protocols to reduce the number of employees in the workplace at one time.

- The school district will follow all social distancing requirements per MDH & CDC.
  - [School Settings | COVID-19](#)
  - [Schools and Child Care: COVID-19](#)
  - [Prevent the Spread of COVID-19 - watch for symptoms](#)
- If the educational model allows, the number of staff in a building will be reduced as appropriate in order to continue educational services.
- Occupancy Requirements / Number of People / Managing Traffic Flow & Interactions to Ensure Social Distancing

[District 2020-2021 School Year Plan](#)  
[Social Distancing Guidance for Youth and Student Programming](#)  
[2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19](#)

- Signage, markings and instructions to address social distancing.

Signage will be placed throughout the school buildings to remind employees, students, guests and visitors of social distancing requirements. There will also be signage placed on the floors to encourage social distancing. Locations of floor signage will include locations where a line is likely to form in places such as: hallways, cafeteria/kitchen, work room, check in “scanning” stations, offices, classroom, restrooms, buses, outside of buildings at entrances, drinking fountains, and gymnasiums/lobbies. Staff will remind each other and students if social distancing is not followed.

[Prevent the Spread of COVID-19 - watch for symptoms](#)  
[Social Distancing at Work](#)  
[Social Distancing Video](#)  
[Slow the Spread](#)  
[Stop the Spread](#)  
[Social Distancing for Kids](#)  
[Class Rules for COVID-19](#)

- Workplace changes for employees
  - NRHEG school will maintain at least 6 ft. distance between workstations for employees.
  - There will be designated entrances for employees where they will be screened upon arrival.
  - Classrooms have been designed so that students are 6 ft. away from each other and from staff.
  - Tables will be spread out to maintain social distancing between them. Students will be seated at alternating seats to ensure social distancing and those who sit in row style tables will all face the same direction to reduce the chance for droplet borne spread of illnesses.

- Lunch times are staggered and teachers are allowed to take breaks in their own classroom. However, if staff wish to use the break room, there will be signage reminding them of social distancing, hand washing, staying home when sick, etc. The tables have been moved to allow at least 6 ft. between tables.
- Staff are expected to wash/sanitize their hands prior to utilizing the copy machine. They will be limited to 2-3 staff members in the work room at one time. Staff will be reminded of social distancing through signage and markings on the floor.

- Use of barriers, screens, shields, curtains and partitions

Plexiglass barriers have been installed by the main office desk where student contact frequently occurs. These are installed for the superintendent assistant and the principal assistant where they have frequent contact with many individuals including staff, visitors, students, etc. Additional visible barriers/shields will be provided as needed.

- Protocol for preventing persons gathering in groups in common areas, hallways, locker areas, restrooms, conference rooms, break rooms, entrances, exits.

[District 2020-2021 School Year Plan](#)  
[Guidance for Minnesota Public Schools 2020-21 School Year Planning](#)  
[2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19](#)

- Sharing and cleaning of equipment

Sharing of equipment will be discouraged and eliminated whenever possible. Equipment will be cleaned with EPA approved cleaner between users.

- Sharing of vehicles

Students and staff from different households are discouraged from sharing personal vehicles for transportation.

[Transportation Safety / COVID-19](#)

- Questions and Concerns may be forwarded to the appropriate staff person listed below:
  - School Nurse
  - School Principal
  - District Superintendent

## **Masks (Face Coverings) Required**



- All employees are required to wear a face covering while in a school building or school vehicle.
- Exempt individuals: The following individuals are exempt from face covering requirements of Executive Order 20-81:
  - Individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering. This includes, but is not limited to, individuals who have a medical condition that compromises their ability to breathe, and individuals who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. These individuals should consider using alternatives to face coverings, including clear face shields, and staying at home as much as possible.
  - Children who are five years old and under. Those who are under two-years old should never wear a face covering due to the risk of suffocation. Those who are at least two are encouraged to wear a face covering if they can do so in compliance with [How to Safely Wear and Take Off a Cloth Face Covering](#) (i.e., without frequently touching or removing the covering).
  - Individuals at their workplace when wearing a face covering would create a job hazard for the individual or others, as determined by local, state or federal regulators or workplace safety and health standards and guidelines.

[Executive Order 20-81](#)  
School Board Policy 808

Staff, students, and other people present in the school building or in district offices may temporarily remove their face covering or face shield in the following situations:

- Face coverings may be temporarily removed when engaging in indoor physical activity (e.g., during recess, after school sports, or when exercising in a gym) where the level of exertion makes wearing a face covering difficult, and during classes or activities held outdoors. People participating in these activities should maintain 6 feet of distance while doing so to the extent feasible.
- Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office. Pre-kindergarten programs are subject to the Executive Order requirements and related guidance applicable in child care settings; see Masking Requirements for Child Care ([www.health.state.mn.us/diseases/coronavirus/schools/masks.html](http://www.health.state.mn.us/diseases/coronavirus/schools/masks.html)).
- Pre-kindergarten children who are at least 2 years old may wear face coverings if they can do so in compliance with CDC guidance on [How to Wear Cloth Face Covering](#) ([www.cdc.gov/coronavirus/2019-ncov/preventgetting-sick/how-to-wear-cloth-face-coverings.html](http://www.cdc.gov/coronavirus/2019-ncov/preventgetting-sick/how-to-wear-cloth-face-coverings.html)) (e.g., without frequently touching or removing the covering).
- Face coverings may be temporarily removed to eat or drink, but care should be taken to maintain as much space as possible between people, recognizing it is not always feasible to maintain 6 feet of distance from others.
- During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument. Performers should maintain 6 feet or greater of

physical distance from others while participating in the activity to the extent possible, and should replace their face covering as soon as the activity is completed.

- People who are entering the school building during the day may be required by school staff to briefly remove their face covering for the purposes of checking identification.
- Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction.
- Staff working in communal spaces (e.g., at desks or in cubicles) that have barriers such as plexiglass or cubicle walls between employees that are above face level.
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

[Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in Schools 2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19 How to Safely Wear Your Mask \(PDF\)](#)  
[How to safely wear a mask \(MDH video\)](#)  
[Mask Do's and Don'ts](#)  
[Face Covering Requirements and Recommendations under Executive Order 20-81](#) see top page 8 for children.  
[Centers for Disease Control and Prevention \(CDC\) guidance on face shields](#)

## **Personal Protective Equipment (PPE) and Essential Cleaning/Sanitizer Supplies**

NRHEG schools has the necessary PPE and necessary cleaning supplies available. These supplies include but are not limited to: face shields, masks, gloves, cloth face coverings, cleaner, and hand sanitizer. The staff will be educated on when and how they should be worn or used through demonstration, signage, videos, and written directions. It is important to note that cloth masks are not PPE.

[Guidance for K-12 School Administrators on the Use of Cloth Face Coverings in Schools How to Safely Wear Your Mask \(PDF\)](#)  
[2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19 How to safely wear a mask \(MDH video\)](#)  
[Mask Do's and Don'ts](#)  
[Social Distancing](#)  
[Face Covering Requirements and Recommendations under Executive Order 20-81](#) see top page 8 for children.  
[Guidance for Delivering Direct Student Support Services: Staff Protective Equipment COVID-19 | COVID-19 Frequently Asked Questions | Occupational Safety and Health Administration](#)

## Employee Hygiene

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day and prior to any mealtimes and after using the restroom. All employees, students, guests, and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers will be available at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water.

- Necessary handwashing and/or sanitizer facilities will be provided, supplied and maintained.

In our elementary school each classroom will be equipped with a bottle of hand sanitizer. Most of the classrooms also have a sink which will be easily accessible. Restrooms also have handwashing sinks. The cafeteria will have sanitizing stations available and students/staff will be expected to sanitize hands prior to eating lunch.

In our secondary school, there are wall-mounted sanitizer dispensers located throughout the school. Each classroom will also have a bottle of hand sanitizer. Sinks are located in science rooms, special education classrooms, and family and consumer sciences classrooms as well as bathrooms. These cleaning supplies will be supplied by our maintenance staff and will be checked daily. If there is a need for more sanitizing supplies prior to the end of the school day, the teacher will contact the maintenance staff or will have an extra supply available within the classroom. As with the Elementary School, the cafeteria is equipped with sanitizing stations.

- Employees required to perform hand hygiene

Upon entry, all staff will be required to sanitize hands while health screening is performed. Throughout the school day, students and teachers will be allotted extra time to allow for hand hygiene (either hand washing or sanitizing). There will be handwashing signs posted in breakrooms and bathrooms to remind staff to perform hand hygiene.

- Hand Hygiene for Visitors Entering the Workplace

Sanitizing stations will be located at every entrance where persons are allowed to enter the workplace. Everyone entering will be required to use hand sanitizer.

## Source Controls

Source controls i.e. wearing of masks are being implemented at our workplaces at all times. NRHEG Public Schools is following MDE/MDH guidance along with any executive orders at the state or federal level. Appropriate and necessary communications are being provided to employees, students, parents, visitors and guests.

Employees, students, guests, visitors and vendors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees, students, guests, visitors and vendors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and other persons entering the workplace. Persons will be informed and reminded by the use of posters, signage and written communications.

## **Workplace Building and Ventilation Protocol**

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. As of the 2020-2021 school year, both school buildings will have updated HVAC systems. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

[2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19 \(p.14\)](#)  
[Ventilation and Coronavirus \(COVID-19\) | Coronavirus \(COVID-19\)](#)

## **Workplace Cleaning and Disinfection Protocol**

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, and other occupied spaces. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, carts, delivery equipment, etc.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

### Persons Conducting Cleaning and Disinfecting

- Custodians
- Staff including but not limited to administration, teachers, paraprofessionals, clerical, and food service personnel

## Products Used / Purpose

- Alcohol based hand sanitizer
  - Minimum 60% alcohol and above
- [Policy for Compounding of Certain Alcohol-Based Hand Sanitizer Product](#)
- [FDA updates on hand sanitizers consumers should not use](#) (Recalled List)
- Comet cleaner w/bleach [P&G] EPA# 74965-2 -- used to clean any non-porous touchable service.
- Acid free restroom cleaner [Hillyard] EPA# 1839-169-1658 -- used to clean any non-porous touchable service.
- Alcohol based disinfectant [CPI] -- liquid spray used to clean playground equipment, other outside surfaces, and some inside touchable surfaces applied after the school day.
- Surface Wipes including:
  - Lysol - EPA# 777-114
  - Clorox - EPA# 5813-79
  - Merfin Mates
- Intercon - Grade A EPA#6836-70-48211 -- used to clean kitchen surfaces, equipment, tables, etc.

[EPA-registered household disinfectant](#)  
[List N: Disinfectants for use against SARS-CoV-2](#)

## Procedures for Safe and Effective Disinfectant Use

- Make sure area is well ventilated
- Always read and follow the directions on the label
- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. Do not wipe or bathe pets with these products or any other products that are not approved for animal use.

See [EPA's 6 steps for Safe and Effective Disinfectant Use](#)

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. Learn more about [reducing asthma triggers](#).

[Cleaning and Disinfecting Your Facility](#)

[OSHA guidelines](#)

[COVID-19 | COVID-19 Frequently Asked Questions | Occupational Safety and Health Administration](#)

[2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19 Frequently Asked Questions About COVID-19 for Facilities Service and Cleaning Staff Guidance for Cleaning and Disinfecting](#)

[GUIDANCE FOR CLEANING AND DISINFECTING \(PDF\)](#)

[COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs Considerations for Schools](#)

#### Training Provided to Ensure Proper Use of Chemicals and Required PPE

- All persons must be inserviced/trained on the proper and safe use of cleaning and disinfection chemicals prior to cleaning.
- Training will include a review of the *Procedures for Safe and Effective Disinfectant Use* described above.
- Custodians will prep the chemicals for room use

#### Cleaning/Disinfecting Schedule

- Custodians will be primary cleaners/trainers
- Cleaning schedules

##### Elementary School

- All areas including furniture, equipment, high touch surfaces, etc. used by staff and students will be cleaned prior to the start of each school day. (This will likely occur the prior day after staff and students have left the building.)
- Throughout the school day, staff will monitor the cleaning/disinfection needs of occupied spaces including classrooms, hallways, restrooms, cafeteria, offices, etc.
- Classrooms -- Desks, equipment, materials, high touch points disinfected throughout the day. Additional disinfecting, vacuuming, mopping as needed, etc. to be completed after school day.
- Hallways -- High touch points during the day. After school day, floors scrubbed, etc.

## Secondary School

- All areas including furniture, equipment, high touch surfaces, etc. used by staff and students will be cleaned prior to the start of each school day. (This will likely occur the prior day after staff and students have left the building.)
- Throughout the school day, staff will monitor the cleaning/disinfection needs of occupied spaces including classrooms, hallways, restrooms, cafeteria, offices, etc.
- Classrooms -- Desks, equipment, materials, high touch points disinfected throughout the day. Additional disinfecting, vacuuming, mopping as needed, etc. to be completed after school day.
- Hallways -- High touch points during the day. After school day, floors scrubbed, etc.

## Cleaning & Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

- Be sure staff person(s) cleaning is wearing appropriate PPE
- Close off areas visited by the ill person(s).
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
- Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Wait 24 hours or as long as practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, copying machines, phones, etc) used by the ill persons, focusing especially on frequently touched surfaces.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available. (Do not vacuum a room or space with people present.)
- For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#)
- Once area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

[Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#)  
[Cleaning and Disinfecting Your Facility](#)

# Drop-off, Pick-up and Delivery Practices and Protocol

[Safety Protocol for Visitors 7-24-2020](#)

[Guidance for Minnesota Public Schools 2020-21 School Year Planning](#)

[2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19](#)

# Communications and Training Practices and Protocol


This COVID-19 Preparedness Plan was communicated via email to all employees on **August 19, 2020**, and necessary training was provided. Additional communication and training will be ongoing by planned inservices throughout the school year either virtually and/or in-person. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all employees, substitutes, independent contractors, students, guests, visitors, vendors and outside technicians about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by employees, students, guests, visitors and vendors. All employees, students, guests, visitors and vendors will also be restricted from entering the school buildings, bus garages, and school vehicles if they are experiencing symptoms or have contracted COVID-19. Notification of the safety protocol will be shared through signage and other written communication.

Managers and supervisors are expected to monitor how effective the program has been implemented. Administration will work closely with employees and other persons to assess effectiveness of the program. Metrics used may include but not limited to: percentage of employees and students with symptoms, and the number of employee and student absences related to COVID-19 symptoms. All employees are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by the NRHEG School Board and the plan was posted throughout the school buildings and bus garages and made readily available to employees **August 19, 2020**. It will be updated as necessary by the administration.

Certified by NRHEG School Board:

Rick Schultz--Chair  8-20-20  
Signature Date

Karen Flatness--Clerk  8-17-2020  
Signature Date



# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## **Handwashing**

MDH: Handwashing video translated into multiple languages –  
[www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## **Respiratory etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA):

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)