



ISD110 is committed to providing a safe and healthy workplace for all our students, staff and families. To ensure we have a safe and healthy workplace, ISD110 has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic.

Our goal is to mitigate the potential for transmission of COVID-19 in all areas of our school community. Only through this cooperative effort can we establish and maintain the safety and health of all.

The COVID-19 Preparedness Plan is administered by Pat Devine, superintendent, ISD110, who maintains the overall authority and responsibility for the plan. However, staff is equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. ISD110's leadership has the full support in enforcing the provisions of this plan.

ISD110 is serious about protecting the health and safety of everyone. We have involved staff in this process by: supporting innovative ideas that make safer environments while being fiscally responsible; listening to concerns; finding solutions.

ISD110's COVID-19 Preparedness Plan follows guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), 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 stay home
- prompt identification and isolation of sick persons
- social distancing - everyone must be at least six-feet apart
- student and staff hygiene and source controls, including face coverings
- building and ventilation protocol
- cleaning and disinfection protocol
- drop-off, pick-up and delivery practices and protocol
- communications and training practices and protocol

ISD110 has reviewed and incorporated the guidance applicable to schools provided by the state of Minnesota for the development of this plan, including the following industry guidance.

Ensure sick students and staff stay home, prompt identification and isolation of sick persons



Parents, students and staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following protocols and procedures are being implemented to assess health status prior to entering any ISD110 building and the proper reporting protocol when feeling sick or experiencing symptoms.

All employees and students must perform the [COVID-19 Symptom Screening Tool](#) before leaving home to travel to a school building. If they answer yes to any of the COVID-19 Symptom Screening Tool questions, or if they have had close contact with someone who has been diagnosed with COVID-19, then they are asked to stay home and contact their healthcare provider. Employees will follow the COVID-19 Protocols for ISD 110 Employees to report their absence. Students will utilize the student decision tree [What if a student feels sick?](#)

The timeline for any quarantine or self-isolation period will be in accordance with the MN Department of Health exclusionary guidelines. [MDH Exclusionary Guidelines](#) School District personnel will assist employees and students with this process. ISD 110 respects the privacy of its employees and students. The information gathered will be used in the event the district has a confirmed case reported by a member of the school district. The sharing of information will be limited to those individuals that have a legitimate need to know and would include the Minnesota Department of Health and Carver County Public Health. Any employee that comes onsite to work and becomes ill or begins to experience any symptoms of COVID-19 during such time should notify his/her supervisor of such symptoms and then immediately leave school premises. If an employee is unable to immediately leave the premises due to transportation issues, then the employee should isolate himself/herself by going outside whenever possible or, if going outside is not possible, finding an area such as a conference room to wait in until transportation is available. An employee that isolates himself/herself in a conference room must let his/her supervisor know immediately to allow the supervisor to arrange for cleaning and sanitizing of the room upon the employee's departure. A student who comes onsite and becomes ill will follow the student protocols for assessment, which will be managed by the health services department. Parents will be contacted to pick-up students when needed.

ISD 110 has implemented leave protocols that promote students and staff 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.

Employees will follow the [COVID-19 Protocols for ISD 110 Employees](#) to report their absence, which also provides exclusionary guidelines in accordance with the Minnesota Department of Health. Employees are directed to contact Human Resources to determine their paid leave options including federal emergency paid sick leave under the Families First Coronavirus Response Act (FCCRA), ISD 110 provided sick leave, and employee accrued sick leave.

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented where possible. In accordance with the Americans with Disabilities Act (ADA), ISD110 works to reasonably accommodate employees who are qualified individuals with disabilities under the law. ISD110 works with employees, to the extent possible, to provide alternative working environments for those who do not qualify under the ADA.

ISD110 has also implemented a protocol for contacting those who need to be informed if they have been exposed to a person with COVID-19, requiring them to quarantine for the set amount of time. ISD110 personnel works closely with the Minnesota Department of Education Regional Support Team, made up of representatives from the Minnesota Department of Health and Carver County Public Health, and follows their communication guidelines based on the specifics of the situation regarding exposure and requirements for quarantine.

In addition, a protocol has been implemented to protect the privacy of employee health status and health information. ISD 110 respects the privacy of its employees. Sharing of any information gathered regarding a confirmed case of COVID-19 will be limited to those individuals who have a legitimate need to know. This includes the Minnesota Department of Health and Carver County Public Health.



Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between students, staff and parents.

- Signage for social distancing awareness posted in all school district buildings.
- Hand sanitizer stations (with alcohol-based hand rubs containing at least 60% alcohol) are located in many areas throughout all school buildings with instructions for use.
- Disinfectant wipes in each classroom along with other locations in buildings.
- Breakrooms are closed for eating until further notice. Microwaves and refrigerators may be used if safety precautions are taken. Bag lunches are encouraged. No food may be shared between employees during this time. All chairs will be removed from these areas.
- Stagger meal times when possible. Consider eating meals at your desk (using break time and not working), eating outside, or eating alone in your vehicle (do not eat in groups in vehicles).
- Sanitize areas where meals are prepared utilizing wipes or approved disinfectant.
- Wash your hands frequently, as well as before and after using the restroom, touching your face or mask, eating, and touching commonly handled items such as door knobs, light switches, etc., copiers, printers, mailboxes, etc.
- **MDH Hand Washing Posters**
- Drinking fountains closed until further notice. Use refillable water bottle dispensers where available.
- Sanitize public equipment, such as copiers and printers, after each use with wipes provided.
- Wear gloves when necessary to handle documents or other items recently touched or handled by others.
- Do not pass other employees in hallways at a distance closer than six feet. Wait for employees to pass before entering the same area if necessary. Follow any one-way designations found in hallways or other areas.

- Whenever possible, use the restroom closest to your workspace to better distribute use throughout the building.
- Meetings should be conducted virtually whenever possible to minimize exposure to others, even when working onsite. If an in-person meeting is necessary, participants must allow for a minimum of six feet between individuals.
- Do not use other employees' telephones, offices/ workspaces, tools/equipment, when possible.
- Remote work allowed when available for position and approved by supervisor.

Employees must wear a mask over their nose and mouth at all times while working. Please refrain from removing your mask unless: 1) you're in your classroom, office or a conference room alone and with the door closed; or 2) you're working outside of regular business hours and you are confident that no one else is present in your building. Masks may be removed when eating or drinking in an indoor space, provided that at least 6 feet of physical distance is maintained from others.

- Employees will be supplied with 2 masks or gaiters from ISD110 and 1 mask from the state. Shields will be available for employees as needed. Please see your supervisor for shield distribution details. Employees can supply their own masks. Disposable masks will be available in each front office for emergency situations.
- For additional information about masks, please see **[CDC Mask Guidance](#)** and **[MDH Masks Dos and Don'ts - overview of how to properly wear a mask.](#)**
- Review ISD110 **[mask expectations](#)**



Worker hygiene and source controls

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. All building visitors need to have an appointment. No in-person vendor visits will be allowed at this time. Virtual meetings are encouraged. Each front office will set-up a drop-off system in the building's vestibule or reception area to enhance employee and student safety.

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water. Source controls are being implemented at our workplaces at all times. Review ISD110 [mask expectations](#). Good health guidelines are distributed to employees and respiratory etiquette will be demonstrated on posters in the workplace.

Workplace building and ventilation protocol

Operation of the district buildings has been reviewed and upgraded where possible, including necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. As much fresh air as possible will be brought into the buildings and MERV 11 filters have been newly installed.

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, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including door handles, elevator panels, railings, copy machines, etc. Custodial staff will be dispatched to clean any areas occupied by employees or students who test positive for COVID-19.

ISD110 uses a Hillyard product called "Non-Acid Restroom Disinfectant/Cleaner 19". This is very effective against the Covid-19 virus. Bathrooms will be misted twice daily and classrooms will be misted at the end of cleaning in the evening. Learn more about [Non-Acid Restroom Disinfectant/Cleaner 19](#).

Drop-off, pick-up and delivery practices and protocol

All building visitors need to have an appointment. No in-person vendor visits will be allowed at this time. Virtual meetings are encouraged. Each front office will set-up a drop-off system in the building's vestibule or reception area to enhance employee and student safety.



Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated to all employees through email, posted in all district buildings and uploaded to the district website. Necessary training will be provided.

Communication and training will be ongoing as needed. Training will be provided to all employees who did not receive the initial training.

Instructions will be communicated to all employees, temporary staff and vendors, including:

- 1) social distancing protocols and practices
- 2) drop-off, pick-up, delivery
- 3) practices for hygiene and respiratory etiquette
- 4) requirements regarding the use of face-coverings and/or face-shields by employees, students and visitors

Anyone who is experiencing symptoms or has been diagnosed with COVID-19 will be advised, through signage, to not enter any district building. Managers and supervisors are expected to monitor how effective the program has been implemented. All management and 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 ISD110 management and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by Pat Devine, superintendent, ISD110.

Certified August 31, 2020 by:

Patrick Devine

Superintendent, ISD 110