



COVID-19 Preparedness Plan for Detroit Lakes Middle School

August 20, 2020 version

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

The COVID-19 Preparedness Plan is administered by the Superintendent of Schools, who maintains the overall authority and responsibility for the plan. However, Administration and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan.

Our employees are our most important assets. We are serious about safety and health and protecting our employees.. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by sharing the initial plan and seeking their feedback. We continue to seek the feedback of employees and employee suggestions and feedback have and will be incorporated into this plan.

The Detroit Lakes Middle School COVID-19 Preparedness Plan follows the industry 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 workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- 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.

Ensure Sick Employees Stay Home and Prompt Identification and Isolation of Sick Persons

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. On a daily basis, prior to reporting to work, all employees should complete a health screening survey: click here: [Health Screening \(PDF\)](#). This screening will be based on the "honor system" and as such, no surveys will be collected and retained. The following protocols should be followed in the event of:

EMPLOYEE IS AT HOME WITH ANY ONE OF THESE SYMPTOMS:

- Cough
- Shortness of breath

OR ANY TWO OF THESE SYMPTOMS:

- Fever
- Chills
- Shaking with chills
- Muscle pain
- Sore throat
- New loss of taste or smell

THEN EMPLOYEE SHOULD:

- o Stay at home
- o Contact their supervisor
- o Seek medical attention as needed
- o See MDH guidelines: (see appendix B) or click:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

EMPLOYEE IS AT WORK AND EXHIBITING ABOVE SYMPTOMS:

EMPLOYEE SHOULD:

- Touch as few things as possible, put on gloves if available
- Put on a mask if available
- Contact their supervisor
- Go home immediately
- See MDH guidelines (see appendix B) or click:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- Seek medical attention as needed

EMPLOYEE HAS BEEN EXPOSED DIRECTLY TO SOMEONE IN THE LAST 14 DAYS WHO HAS TESTED POSITIVE FOR COVID-19:

EMPLOYEE SHOULD:

- Stay at home 14 days after the exposure
 - Be tested and then follow MDH recommendations: (see appendix B) or click:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- Contact your supervisor

EMPLOYEE OR SOMEONE EMPLOYEE LIVES WITH HAS BEEN TESTED FOR COVID-19:

EMPLOYEE SHOULD:

- Stay at home until test results are known
- Contact your supervisor
 - See MDH guidelines: (see appendix B) or click:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- If test results are negative contact your supervisor and return to work

EMPLOYEE OR SOMEONE EMPLOYEE LIVES WITH HAS TESTED POSITIVE FOR COVID-19:

EMPLOYEE SHOULD:

- Stay at home
- Contact your supervisor
- Seek medical attention as needed
 - Follow MDH recommendations: (see appendix B) or click:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

RETURN TO WORK FOR EMPLOYEE WITH EITHER DIAGNOSED OR UNDIAGNOSED

SYMPTOMS OF COVID-19:

EMPLOYEE SHOULD:

- o Follow MDH recommendations: (see appendix B) or click:
<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>
- o Contact your supervisor prior to your return
- o If you were diagnosed with COVID-19 provide a medical certificate of your fitness to return to work

Sick leave is available for employees who are unable to work due to COVID-19 as per their contract or policy provisions or as outlined in the FFCRA when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine. Leave-without-pay is also available in the event sick leave is exhausted. The District also abides by the provisions of the Family Medical Leave Act (FMLA). Accommodations may also be available, when possible, for employees with underlying medical conditions or who have household members with underlying health conditions. Employees should contact their supervisor to discuss any possible accommodations.

Employees who are at medical risk in relation to COVID-19, or have immediate household members at medical risk, and who cannot report to any worksite away from home, must have a physician's letter stating that the employee cannot return to on-site work for medical reasons on file at the District (please send directly to your supervisor and Nancy Olson). As the employer, the District may not directly ask individual employees who have not volunteered personal information. It is the employee's responsibility to notify their supervisor of the need for medical accommodation. All information will be kept

confidential in the employee's confidential file. Accommodation through remote work may be provided as much as possible depending upon the position duties.

Questions about any District policy may be made by contacting HR via phone or email through Nancy Olson or Laurel Long at the District Office.

NOTIFICATION OF POTENTIAL EXPOSURE

The District has implemented a procedure 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. Once notified, the District will work with the State Health Departments and/or medical professionals to confidentially supply any requested tracking information regarding exposure in the workplace. In addition, the assistance in notification of any potentially exposed employees will be provided confidentially, allowing them the time and accommodation to quarantine as necessary.

Handwashing

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, but especially at the beginning and end of their workday, prior to any mealtimes and after using the toilet. All visitors to the workplace will be required to sanitize their hands prior to or immediately upon entering the facility. 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, as long as hands are not visibly soiled. Hand sanitizer and tissues will be placed at each workstation/ office, and conference room.

If hand sanitizer, tissues or other supplies are needed, contact Kathy Boelter for replenishment.

Respiratory etiquette: Masking / Cover your cough or sneeze

While masks are required outside of individual offices, employees and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing [Cover Your Cough Poster for Community - MN Dept of Health](#) or sneezing when not wearing a mask and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should 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, customers and visitors. Disposable masks will be available at the reception desk. Click here for information about [How to Safely Wear Your Mask \(PDF\)](#)

Social distancing & Visitors

Social distancing of six feet [Social Distancing at Work](#) will be implemented and maintained between employees and visitors in the workplace through the following engineering and administrative controls: In addition, signage is in place as well as markings and instructions for employees and visitors about social distancing. The following will be implemented to allow for proper social distancing:

- The doors to the middle school will remain locked at all times. Visitors must check in at the main office and entry into the building will be denied unless there is an emergency. Masks will be available for visitors and must be worn.
- Visitors entering the building will be logged by clerical staff. The logs will be used only for tracking and notification if requested by Public Health or medical professionals for the purpose of notification in the event of exposure incidents. Affected District staff from other buildings will be notified to sign-in on the log. Pens used to sign-in/out should be disinfected after each use.
- Team meetings and PLC's will utilize social distancing protocols and required masks to mitigate gatherings.
- Only four employees are allowed in the "copy room." Employees are encouraged to not gather at the front desk/mail area. If an employee approaches that area and sees 4 or more gathered return later. Teachers lounge must follow social distance guidelines for eating at lunch. Teachers are encouraged to eat in rooms.
- Any private or confidential meetings will need to be scheduled in offices large enough to provide adequate social distance, or the meeting will need to be scheduled at another school building.
- Plexi-Glass has been installed at the reception desk.
- At such time schedules are adjusted back to the "norm", the reception desk will be utilized by Mark and Stefanie only and each will clean and disinfect between users.
- Employees will not use other employees' phones, computer equipment, desks, cubicles, workstations, offices, unless such equipment has been identified and properly and thoroughly sanitized before use, and only when unavoidable.
- Employees should not share pens, staplers, pencils, scissors, and other small office tools or the item(s) should be disinfected after each use.
- Masks are required in all areas of the office with the exception of individual offices.

- No pot-lucks or shared food will be allowed until further notice.
- The use of fans is not allowed unless an employee is alone in her/his office with the door closed.

HOUSEKEEPING

Regular cleaning and housekeeping practices have been implemented, including routine cleaning and disinfecting of work surfaces, light switches, door frames, equipment, copier, fax machine, door handles, etc. and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, etc. Custodial staff will be conducting the cleaning daily.

In high touch areas such as the copy machine, time-clock, student files, users should disinfect after use using the available cleaner or utilize the tool provided to reduce touching of surfaces. Employees are encouraged to clock in/out in True Time using their desk-top instead of the time-clock. Appropriate and effective cleaning and disinfectant 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 as necessary. 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.

Deliveries and Pick-Up

All deliveries should be left in the office reception area with delivery staff utilizing the south entry door. The delivery personnel/parent should be informed to “buzz in” to alert the front desk when a delivery is made and then a district employee can allow entrance to the building. Material dropped for students will be aggregated and students notified to pick up materials.

Communications and training

This COVID-19 Preparedness Plan was communicated to the DLMS Site Council on August 19, 2020 for feedback. Upon approval of the Preparedness Plan the Plan will be communicated to staff via email. In addition, necessary training will be provided as needed. An in-person meeting was held during inservice, 2020 with an additional virtual meeting as well, giving employees an opportunity to provide input. Other informal conversations have taken place where feedback was solicited and implemented. Additional communication and training will be on-going as needed and will be communicated via email or google meetings. Instructions will be communicated to visitors and others as necessary about: how drop-off items, pick-up items, and deliver items as well as instructions of how to ensure social distancing between the delivery staff and employees and required hygiene practices for visitors.

Employees and visitors will also be advised not to enter the workplace if they are experiencing symptoms of COVID-19 or have contracted COVID-19 by way of posters placed at all entrances.

Administration will monitor how effective the program has been implemented. Administration meets weekly and this program will be discussed weekly. All employees are asked to also 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 Detroit Lakes Public Schools' Administration and the plan will be emailed to all Middle School employees upon finalization of the revision. It will be updated as necessary by the Principal or his designee.

Certified by:

Mike Suckert

Principal

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

Minnesota Department of Health (MDH): Coronavirus – 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

CDC: General business frequently asked questions – 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

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

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – 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

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – 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

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: 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

CDC: 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

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: 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

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf