

# 2021-2022 Safe Return to In-Person

*for*

## Independent School District 0398 (“ISD 0398”)

June 2021

### **Safe Return to In-Person Learning Plan and ESSER III Application:**

ISD 0398 developed a plan prior to the enactment of the ARP Act that met the statutory requirements of Section 2001(i)(1) and (2) of the ARP Act. This revised document is meant to address all of the new requirements in paragraph (a) and (b). The document is written in an understandable and uniform format, and to the extent practicable, in a language that can be understood.

ISD 0398 is committed to providing a safe and healthy workplace for all our staff, students, guests and visitors. To ensure we have a safe and healthy workplace, ISD 0398 has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All ISD 0398 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. 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 the Director or his/her designee, 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. ISD 0398 Administrators, Managers and Supervisors have the District’s full support in enforcing the provisions of this plan.

Our students and employees are the District’s most important assets. ISD 0398 is serious about safety and health and protecting its stakeholders. Public engagement is essential in developing and implementing a successful plan. ISD 0398’s COVID-19 Plan follows the industry guidance developed by the state of Minnesota, which aligns with guidance and information provided by the Centers for Disease Control and Prevention (CDC), 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. The industry guidance addresses:

- ensuring sick employees and students stay home and prompt identification and isolation of sick persons;
- ensuring employees are afforded their appropriate regulatory rights under federal and state laws;
- social distancing – employees and students are encouraged to the extent practical in the setting
- employee and student hygiene and source controls;

- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol; and
- communications and training practices and protocol.

Protocols are updated as new guidance is provided by the CDC, MDH, MDE and OSHA standards related to COVID-19.

ISD 0398 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 MDH and MDE guidance related to school openings. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

- protocols for guests and visitors;
- 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 work clothes and handwashing;
- additional protections and protocol for distancing and barriers;

### **Ensure sick employees and students stay home and prompt identification and isolation of sick persons**

Employees and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Procedures described below have been communicated and implemented to assess employee and students' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

ISD 0398 has access to a decision tree from the CDC and MDH. As guidance is revised, the decision tree will be updated accordingly.

In addition, ISD 0398 adheres to all federal and state regulations and laws to protect the privacy of employee and student health status and health information.

### **Employees**

1. A [self-assessment](#) is encouraged to be used by each employee before entering school grounds
2. Employees who are experiencing symptoms as described in the self-assessment or for whom a temperature screen indicates a needed response must contact the Director immediately, and should not report to work until cleared to do so.
3. Staff notifications of confirmed COVID-19 case exposure will follow MDH guidance.

ISD 0398 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 in accordance with the Family Medical Leave Act ("FMLA"), the Families First Coronavirus Relief Act ("FFCRA") and the Americans with Disabilities Act. ("ADA). Accommodations for employees with underlying medical

conditions, or those who have household members with underlying health conditions, have been implemented in accordance with the ADA.

### **Students**

District 0398 staff will follow all protocols set forth by member districts related to students.

### **Visitors**

District 0398 staff will follow all protocols set forth by member districts related to visitors.

### **Face Coverings**

District 0398 staff will follow all protocols set forth by member districts related to face coverings.

### **Social Distancing**

District 0398 staff will follow all protocols set forth by member districts related to social distancing.

### **Classrooms**

District 0398 staff will follow all protocols set forth by member districts related to classroom set up and routines.

### **Hallways**

District 0398 staff will follow all protocols set forth by member districts related to hallway procedures.

### **Common Spaces**

District 0398 staff will follow all protocols set forth by member districts related to usage of common spaces.

### **Outdoor Recess**

District 0398 staff will follow all protocols set forth by member districts related to outdoor recess.

### **Employee, student and visitor hygiene and source controls**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are encouraged 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 shift, prior to any mealtimes and after using the restroom.

Employees, students and visitors 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 and visitors 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 workers and other persons entering the workplace.

- Employee and student work stations will be cleaned on a regular basis.
- The borrowing or sharing of any items will be discouraged.
- The use of reusable water bottles will be encouraged.

### **Workplace building and ventilation protocol**

Operation of the building in which employees and students are located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems..

### **Workplace cleaning and disinfection protocol**

Regular practices of cleaning and disinfecting are encouraged, including routine cleaning and disinfecting of work surfaces, equipment, tools, including restrooms, offices, break rooms, lunch rooms, and meeting rooms. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, railings, copy machines, 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. Increased daily cleaning protocols will be instituted at all facilities with an emphasis on repeated cleaning of high-touch/high-traffic areas.

- Disinfectant is available so that cleaning can occur throughout the day.
- Procedures have been developed for cleaning and sanitizing shared objects and equipment. Extensive, deep cleaning of all ISD 0398 facilities is being completed this summer.

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

District 0398 staff will follow all protocols set forth by member districts related to drop-off, pick-up, and delivery practices and protocols.

## **Materials/Meals**

District 0398 staff will follow all protocols set forth by member districts related to materials and meals.

## **Appropriate Accommodations**

Appropriate accommodations for children with disabilities with respect to health and safety policies have been provided. To learn more, parents/guardians should contact his/her child's case manager.

## **Vaccinations**

Vaccination information provided by the Minnesota Department of Health and local public health officials is available to families.

## **Coordination with State / Local Public Health**

ISD 0398 Officials will continue to coordinate and implement plans with State and local public health officials.

## **Communications and training practices and protocol**

The COVID-19 Plan, as well as changes to the plan, have been and remain posted at [www.midwestspcedcoop.net](http://www.midwestspcedcoop.net) for all stakeholders to review and provide feedback. Training related to COVID-19 is continuous and delivered by individual departments based on guidance from the CDC, MDH, FDA and MDE. Additional communication and training will be ongoing by utilizing the District's email system to all employees and students.

Additional information will be communicated to all employees, students, and visitors, about protections and protocols, including: 1) social distancing protocols and practices; 2) material / meals; 3) practices for hygiene and respiratory etiquette; and 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields.

Employees, students, and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have recently tested positive for COVID-19. Administrators, managers, and supervisors are expected to monitor how effective the program has been implemented. All Administrators, managers, supervisors, and staff 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 ISD0398 Director and Leadership Team.

Todd Travis  
Director of Special Education  
Midwest Special education Cooperative

## Appendix A – Guidance for developing a COVID-19 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)