



McGregor School District

COVID-19 Preparedness Plan

Contents

Forward

Preventative Measures

Health and Safety Guidance

Handwashing

Gloves

Face Coverings & Respiratory Etiquette

Social Distancing

High Risk Individuals

Cleaning & Disinfecting

Screening Protocol

Students

Staff

Visitors

Guidance for Students and Staff Exhibiting Signs and Symptoms of COVID-19

Guidance for Students and Staff Who Have Potentially Been Exposed to COVID-19

Notification Procedures

Potential Exposure

Confirmed Exposure

Re-Entry Protocol

Policies and Procedures for Employee Leave Reasons Related to COVID-19

Data Privacy

Communications and Training

Recovery

Employee Screening Checklist

Visitor Screening Checklist

Contractor Screening Checklist

Families First Coronavirus Response Act (FFCRA) Expanded FMLA Form

Forward

McGregor School District (ISD #4) is committed to providing a safe and healthy environment for all our students, staff and the community we serve. To ensure that, the following COVID-19 Preparedness Plan was developed to provide guidance to mitigate the potential for transmission of COVID-19 in our workplaces and communities. ISD #4's COVID Coordinator is Superintendent Brad Johnson.

Student, staff and community involvement is essential for implementing a successful COVID-19 Preparedness Plan and administration and employees are responsible for complying with all aspects of this Plan. Only through this cooperative effort can we establish and maintain the safety and health of our students, staff and the community we serve.

ISD #4's COVID-19 Preparedness Plan, establishes and explains the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- identification and isolation of sick employees;
- engineering and administrative controls for social distancing;
- heightened housekeeping, including cleaning, disinfection and decontamination

Preventative Measures

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
 - Between people who are in close contact with one another (within about 6 feet).
 - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.
 - Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness.

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- It's especially important to wash:
 - Before eating or preparing food
 - Before touching your face
 - After using the restroom
 - After leaving a public place
 - After blowing your nose, coughing, or sneezing
 - After handling your cloth face covering
 - After changing a diaper
 - After caring for someone sick
 - After touching animals or pets
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Inside your home: Avoid close contact with people who are sick.
 - If possible, maintain 6 feet between the person who is sick and other household members.
- Outside your home: Put 6 feet of distance between yourself and people who don't live in your household.
 - Remember that some people without symptoms may be able to spread viruses.
 - Stay at least 6 feet (about 2 arms' length) from other people.
 - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Everyone should wear a cloth face cover in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain.
 - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- Do NOT use a facemask meant for a healthcare worker. Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.

- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants will work.

Monitor Your Health Daily

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
 - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
 - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Stay home if you are sick.
- Follow CDC guidance if symptoms develop.

Health and Safety Guidance

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:

- a) At the beginning and end of their shift,
- b) Anytime they leave and return to the building,
- c) Prior to and after any mealtimes, and
- d) After using the restroom.

Friendly reminders have been placed in restrooms and near sinks to encourage this practice. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) have been placed in various locations throughout the workplace for use when soap and water are not readily available. Employees should avoid touching their eyes, nose and mouth with unwashed hands.

Dispensers, both sanitizer and soap, will be checked daily to ensure an adequate supply is available. In the event of a sanitizer shortage, handwashing will be used in place of the use of hand sanitizer.

We will be limiting visitor access when possible, however, visitors who must come into our buildings will be asked to utilize available hand sanitizer upon entry into the building. Visitors will also be required to follow other health and safety guidelines as applicable or leave the premises.

Gloves

The Centers for Disease Control (CDC) recommends that gloves need only be worn when:

- a) Cleaning and disinfecting,
- b) Caring for sick persons, or
- c) Providing first aid or other emergency treatment.

Certain employee groups (i.e. School Nutrition Employees, Maintenance Employees, etc.) may have regulations for glove usage beyond COVID-19 pandemic reasons; protocols for those employees should continue to be followed. Wearing gloves for reasons beyond those listed above does not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.

NOTE: *Gloves put staff at higher risk of exposure and are NOT recommended for general protective use the following reasons:*

- a) *The COVID-19 virus does not harm your hand, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.*
- b) *Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.*
- c) *When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.*
- d) *Use proper techniques to take off gloves. Minnesota Public Health has a video that demonstrates how to do this.*

Face Coverings & Respiratory Etiquette

1) Face Coverings

ISD #4 requires that all staff wear a face covering when in the facility and/or close contact with another person, less than six feet. CDC and MDH recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

It is important to note that OSHA does NOT recognize a cloth face covering as PPE, because the cloth face covering does not protect the person wearing the mask from becoming infected by others.

2) Face Shields

It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings.

Some people may choose to use a face shield when sustained close contact with other people is expected or when it is important for students to be able to see the instructors face movements. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

3) Wearing A Face Covering:

Everyone can do their part to help us respond to this emerging public health threat by following CDC and MDH recommendations:

- a) Wear a cloth face covering in public settings to avoid spreading COVID-19 to others in case you are infected but do not have symptoms.
- b) The cloth face cover is meant to protect other people in case you are infected.
- c) The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are considered critical supplies that should be reserved for healthcare workers and other first responders, as recommended by CDC.
- d) The cloth face covering is not a substitute for social distancing.
- e) CDC continues to recommend that people try to keep about 6 feet between themselves and others.

4) Face Covering Etiquette:

- a) Remember that face coverings are not intended to keep the mask wearer from getting sick. People can carry and spread the virus without showing symptoms, and wearing a mask may help prevent the unknowing spread of germs.

- b) It is still important to maintain distance and hand washing procedures.
- c) Cloth face coverings should:
 - i) Fit snugly but comfortably against the side of the face
 - ii) Be secured with ties or ear loops
 - iii) Include multiple layers of fabric
 - iv) Allow for breathing without restriction
 - v) Be able to be laundered and machine dried without damage or change to shape
- d) When removing a face mask, be careful not to touch your eyes, nose, or mouth. Wash your hands immediately after removing the mask and placing it in the laundry.
- e) The CDC has some resources on their website for how to make your own mask.
- f) Use proper donning and doffing techniques to put on and take off your mask. Minnesota Public Health has a video that demonstrates how to do this.
- g) If you are using a reusable face covering, remember to clean it often.
- h) If you are unable to obtain a face covering for yourself, please let your supervisor know.

5) Respiratory etiquette:

The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs, sneezes, or talks. The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection:

1. Cover your nose and mouth with a tissue every time you cough or sneeze.
2. Throw the used tissue in a waste basket.
3. If you don't have a tissue, sneeze or cough into your sleeve.
4. After coughing or sneezing, always clean your hands with soap & water or an alcohol-based hand cleaner.
5. Avoid touching your face, in particular your mouth, nose and eyes with your hands.
6. Stay home when you are sick.
7. Do not share eating utensils, drinking glasses, towels or other personal items.

Social Distancing

Students and staff should maintain six feet of social distancing with any person at all times, if applicable. Social distancing will be implemented in the workplace through the following engineering and administrative controls. The options listed below may be available for some employee groups and positions, however, they may not be available for others. Positions whose job necessitates that the work be completed in a district building, may be required to work on-site.

- Remote work availability and computer access
- Virtual meeting rooms or onsite meetings with social distance of six feet.
- Flexible, split, and staggered shifts
- Modified work spaces and barriers

- Restructuring of classrooms spaces
- Employees should try to adhere to a one-person per vehicle/equipment when possible. If this is not possible, employees should wear a mask.

Social distancing signage will be posted for employees and visitors to ensure social distancing is easy and visible. Temporary barriers may be placed in certain areas, as applicable, to direct traffic flow or reduce congestion.

ISD #4 will be limiting all non-essential visitors. It is also encouraged that student drop-off and pick-up occur outside the building, rather than inside. Large group gatherings will occur virtually while this plan is in effect.

High Risk Individuals

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill, which means that they may require hospitalization, intensive care, or a ventilator to help them breathe, or they may even die. We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information about risk for severe illness.

Risk for Severe Illness Increases with Age

As you get older, your risk for severe illness from COVID-19 increases. For example, people in their 50s are at higher risk for severe illness than people in their 40s. Similarly, people in their 60s or 70s are, in general, at higher risk for severe illness than people in their 50s. The greatest risk for severe illness from COVID-19 is among those aged 85 or older.

There are also other factors that can increase your risk for severe illness, such as having [underlying medical conditions](#). By understanding the factors that put you at an increased risk, you can make decisions about what kind of precautions to take in your daily life.

Underlying Medical Conditions

People of any age with certain underlying medical conditions are at increased risk for severe illness from COVID-19:

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

COVID-19 is a new disease. Currently there is limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- Asthma (moderate-to-severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (a type of blood disorder)
- Type 1 diabetes mellitus

Cleaning & Disinfecting

It is important to note the difference between the terms cleaning, sanitizing and disinfecting.

- 1) **Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- 2) **Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. Generally speaking, sanitizing uses agents that destroy 99.999% of bacteria in 30 seconds.
- 3) **Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill and/or destroy germs on surfaces or objects, rather than simply reduce them. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Generally speaking, disinfecting is 99.9999% effective (100,000 times more effective) against bacteria and viruses than sanitizing.

Regular housekeeping practices are currently being conducted by our custodial department including routine cleaning and disinfecting of general areas in the work environment including restrooms, break rooms, lunch rooms, meeting rooms, door handles, elevator panels, railings, etc. 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.

Employees should frequently clean and disinfect high-touch areas, such as phones, keyboards, touch screens, etc., and where appropriate equipment, tools, and machinery should also be disinfected. Employees should avoid using other employees' phones, desks, offices, or other

work tools and equipment, when possible, and if necessary, clean and disinfect them before and after use.

Employees should wipe/disinfect their personal workspaces and electronics at least once each day. These areas can be cleaned using the provided disinfectant spray or alcohol-based wipes (as available). Teachers and in some cases, students, should frequently clean high touch surfaces like desks, tables, counters and door knobs in classrooms. Students should avoid using other people's supplies.

Additionally, the public counter areas and other surface spaces should be regularly disinfected using the provided disinfectant spray throughout the day. The frequency will depend on the traffic and level of usage. Protocols may differ by department, but once implemented, should be followed at all times.

Employees using district vehicles and equipment are expected to wipe/disinfect door handles (inside/outside, steering wheel, seat, gear shift, radio/climate control/other knobs, glove box entry, etc.).

In the event of a positive COVID-19 exposure while in the workplace, an assessment will be conducted to determine the additional cleaning and sanitizing procedures needed to properly disinfect the potentially contaminated areas. Potentially contaminated areas will be restricted while awaiting disinfection.

Screening Protocol

The following procedures are being implemented to assess student/staff/visitor health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Staff

Staff will be required to self-monitor for signs and symptoms of COVID-19. Primary symptoms are currently identified as: **fever or chills, cough, shortness of breath or difficulty breathing**. Some people have other symptoms that include ***fatigue, repeated shaking with chills, muscle or body aches, sore throat, congestion, nausea or vomiting, diarrhea or loss of taste or smell***. Please note: additional symptoms may be identified by the MDH, CDC or other medical professionals. Please use the MN Dept of Health "Decision Tree" for a quick reference.

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.

1. **Assess Health Status Prior to Reporting to Work:**

Employees should use the Health Self Screening Checklist **EACH DAY** to assess their health status prior to reporting to work. This checklist should be completed prior to taking any fever reducing drug. If you answer Yes to any question, the form should be filled out and sent to Michelle Gauthier in the District Office.

- a. Employees exhibiting any of the symptoms of COVID-19 are to stay home from work. The employee will contact the sub caller and Michelle Gauthier (218-768-5121) for further follow-up. Employees are encouraged to contact their medical provider to determine the need for testing.
2. **Leave Work Immediately if Symptoms Appear Throughout the Work Day:**
Employees who have the onset of COVID-19 related symptoms throughout the work day should immediately notify Ann Zappia, School Nurse or Michelle Gauthier in the District Office and leave the premises immediately. If the employee is not able to leave immediately, they should self-isolate in an unoccupied area of the building until they are able to do so. Employees are encouraged to contact their medical provider to determine the need for testing.

Students

Families are required to self-monitor their child for signs and symptoms of COVID-19. The MDH indicates that symptoms of COVID-19 can include: **fever or chills, cough, shortness of breath or difficulty breathing**. Some people have other symptoms that include **fatigue, repeated shaking with chills, muscle or body aches, sore throat, congestion, nausea or vomiting, diarrhea or loss of taste or smell**. Please use the MN Department of Health "Decision Tree" for a reference guide.

Students exhibiting any of the symptoms of COVID-19 are to stay home from school. Families should contact their respective school office or school nurse to report the student's illness and keep ISD #4 informed if the condition worsens. ISD #4 encourages families to contact their medical provider to determine the need for testing.

Visitors/Contractors/Vendors

Visitors/Contractors/Vendors will be encouraged to do business with ISD #4 via the phone or computer. For those required to visit the school facility the following screening questions will be asked prior to entering a the facility:

- 1) Have you had close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days?

Close Contact

- *A person has been within 6 feet of a COVID-19 case or suspected case for a period of time. Close contact can occur while caring for, living with, or visiting with a COVID-19 case OR*
- *A person has had direct contact with body fluids of a COVID-19 case or suspected case from being coughed on, been intimate with, etc.*

- 2) Have you had:
 - a) a new or increased cough **OR**
 - b) shortness of breath **OR**
 - c) **at least two** or more of the following symptoms?
 - i) Fever (100.4 degrees or higher)

- ii) Chills
- iii) Muscle pain
- iv) Congestion
- v) Sore throat
- vi) New loss of taste or smell
- vii) Diarrhea
- viii) Nausea or Vomiting

If YES to any of these questions you will not be allowed into the ISD #4 facility.

Guidelines for Students and Staff Exhibiting Signs and Symptoms of COVID-19

The following guidelines may be implemented **when a student or staff becomes ill with COVID-19 symptoms**. Depending on the exact circumstances of a student or employee's illness, modifications may be implemented on a case by case basis.

1. If the individual **has not been tested** for COVID-19, they may be asked to stay home from school for 10 days from the onset of symptoms AND until no fever for at least 24 hours without medication AND improvement of other symptoms. Siblings & household members should also stay home for 14 days. Students and staff are encouraged to contact their medical provider to determine the need for testing.
2. If the individual **tests negative** for COVID-19 but has symptoms with no other diagnosis, they may be asked to stay home from work at least 10 days AND until they are fever-free (without the use of fever-reducing drugs) AND any other symptoms improve significantly. Siblings and household members should also stay home for 14 days.
3. If the individual **tests negative** for COVID-19 but receives another diagnosis from a health care provider to explain the symptoms (example strep throat or ear infection). They may be asked to stay home until symptoms have improved and follow the specific guidance from your healthcare provider. Siblings and household members do not need to stay home.
4. If the individual **tests positive** for COVID-19, they will be asked to stay home from work and self-isolate under the guidance of the Minnesota Department of Health for at least 10 days from the onset of symptoms. The employee may return to work if it has been 10 days from the onset of symptoms AND if their symptoms have improved AND they have been fever-free (without the use of fever-reducing drugs) for 24 hours. Siblings and household members also stay home for 14 days.

Guidelines for Students and Staff Who Have Potentially Been Exposed to COVID-19

The following guidelines may be implemented **when a student or staff has potentially come into contact with someone who has or could have COVID-19**. Depending on the individual's circumstance, modifications may be implemented on a case by case basis. For the purposes of this section, the Minnesota Department of Health defines "close contact" as being less than 6

feet from someone for 15 minutes or more, typically sharing living arrangements with and/or having a close relationship with.

1. If an individual has ***had “close contact” with a known positive COVID-19 case*** and/or has been notified by the Minnesota Department of Health to quarantine, the individual will be asked to stay home from work for at least 14 days from the last contact with the positive case. If the individual exhibits symptoms of COVID-19 within that 14 day period, the individual should continue to stay home from work and follow the guidelines listed above.
2. If the individual has ***had “close contact” with a suspected positive COVID-19 case awaiting test results***, the individual may be asked to stay home from work and monitor their own health status until the results return. If the results of the “close contact” return a positive result, the individual will be asked to continue to stay home from work and follow the above guidelines. If the results of the “close contact” return a negative result and the employee is feeling well, the employee may return to work.
3. If the individual has ***had “close contact” with a suspected positive COVID-19 case who is not being tested***, the individual may be asked to stay home from work and monitor their own health status for 14 days from the last contact with the suspected positive case.
4. ***If the individual has had contact or “close contact” with someone who has had contact or “close contact” with a known or suspected positive COVID-19 case***, the individual may continue to report to school, but the individual must practice social distancing, good hygiene, and continue to monitor their health status often.
5. If the individual has ***had contact (but not “close contact”) with a known or suspected positive COVID-19 case***, the individual may continue to report to school but the individual must practice social distancing, good hygiene, and continue to monitor their health status often.

Notification Procedures

The following policies and procedures are being implemented for informing workers if they have been exposed to a person with COVID-19 at their workplace.

Following the notification of a positive COVID-19 case within the district, the Superintendent, High School Principal, Facility Department, Transportation Supervisor and/or School Nurse will collect information regarding the circumstances of the positive case including but not limited to: proximity and duration of contact with others, physical space and social distancing considerations, and any hygiene related concerns.

Depending on the level of exposure, employees will be contacted in the following ways:

1) Potential Exposure

If no “close contact” is suspected, employees will receive a notification by email notifying the employee of the positive test result along with the steps that have and will be taken by the district to mitigate the risk of transmission as well as steps employees can take to safeguard their own health. This notification may be district-wide, specific to a building,

or specific to individuals who may have potentially been in contact or close proximity to the positive case.

2) Confirmed Exposure

If a true “close contact” exposure is suspected, employees will be notified by phone of the exposure and will be asked to stay home from work for at least 14 days from the date of “close contact” exposure. The employee will also likely be contacted by the Minnesota Department of Health for further follow up.

3) Confirmed Lab Tested COVID-19 Case

If you have tested positive for COVID-19, you will be required to self-isolate for at least 24 hours with no fever and use of fever reducing medication **and at least** 10 days since symptoms first appeared **and improvement** of other symptoms. The employee will also likely be contacted by the Minnesota Department of Health for further follow up.

Re-Entry Protocol

Follow these guidelines on when to stay home and/or return to school. These guidelines are for all students and staff.

1) You are NOT sick and have NOT been in contact with someone with COVID-19.

<ul style="list-style-type: none">• You may return to school• Practice social distancing	<ul style="list-style-type: none">• Wash hands often with soap and water• Always cover your cough or sneeze
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2) You are NOT sick, but someone in your household does not feel well.

GUIDELINE FOR STAYING HOME OR RETURNING TO SCHOOL

If a household member does NOT have COVID-19 symptoms, such as cough, shortness of breath, or at least two of the following symptoms: fever (100.4 F), chills, muscle pain, congestion, sore throat, diarrhea, vomiting, nausea, or loss of taste or smell, <u>follow # 1 above.</u>
If a household member HAS COVID-19 symptoms, such as cough, shortness of breath, or at least two of the following symptoms: fever (100.4 F), chills, muscle pain, congestion, sore throat, diarrhea, vomiting, nausea, or loss of taste or smell, <u>follow # 3 below.</u>

3) You were in close contact with someone with COVID-19 (like a person in your household), but you are NOT sick.

GUIDELINES FOR STAYING AT HOME

GUIDELINES FOR RETURNING TO SCHOOL

Stay home, separate yourself from others in your household, and do not share anything	<ul style="list-style-type: none">• Notify the School Office.• Stay home for 14 days.
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(e.g., utensils, phone) for 14 days .	<ul style="list-style-type: none"> • If you become sick (fever (100.4 F), chills, muscle pain, congestion, sore throat, or loss of taste or smell), continue to stay home and follow # 5. • Return to school after 14 days if you do not develop COVID-19 symptoms.
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4) You are sick with COVID-19 symptoms such as: cough OR shortness of breath OR at least two of the following symptoms; fever (100.4 F), chills, muscle pain, congestion, sore throat, or loss of taste or smell, but have NOT been tested for COVID-19.

OR

5) You are sick and your health care provider told you that you have COVID-19 (based on a lab test or symptoms).

GUIDELINES FOR STAYING AT HOME

GUIDELINES FOR RETURNING TO SCHOOL

<p>Separate yourself from others in your household, do not share anything (e.g., utensils, phone) and stay at home at least:</p> <ul style="list-style-type: none"> • 10 days from the start of symptoms AND 24 hours with no fever (without fever reducing medicine) AND improvement of respiratory symptoms (cough, shortness of breath). 	<ul style="list-style-type: none"> • Notify the School Office. • Return to work after 24 hours with no fever (without fever reducing medicine) AND 10 days, AND improvement of respiratory symptoms (cough, shortness of breath) whichever is longer. • Use social distancing (6 feet apart).
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Policies and Procedures for Employee Leave Reasons Related to COVID-19

ISD #4 has several policies in place that promote workers staying at home when they or a member of their family are sick. Some of these policies are regular and outlined in master agreements and personnel policies, and some are temporary in response to the COVID-19 pandemic. Please note: Employees may be required to provide medical documentation for use of paid or unpaid leave. Medical documentation requested may need to outline specific accommodations as it relates to the leave reason and restrictions of the employee.

Reason (as listed above)	Options
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<p>Ill or Showing Symptoms of COVID-19</p>	<ul style="list-style-type: none"> ● Request the use of medical leave according to your master agreement or personnel policy. ● Request the use of leave under the Families First Coronavirus Recovery Act ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy. ● Request the use of unpaid FMLA. (Paid leave options should be utilized prior to taking unpaid FMLA.) ● Request accommodations to report to work virtually, if possible.
<p>Close contact with individuals who have been diagnosed or are awaiting diagnosis of COVID-19.</p>	<ul style="list-style-type: none"> ● Request the use of medical leave according to your master agreement or personnel policy. ● Request the use of leave under the Families First Coronavirus Recovery Act ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy. ● Request the use of unpaid FMLA. (Paid leave options should be utilized prior to taking unpaid FMLA.) ● Request accommodations to report to work virtually, if possible.
<p>Living with family members who are ill or showing symptoms of COVID-19</p>	<ul style="list-style-type: none"> ● Request the use of family medical leave according to your master agreement or personnel policy. ● Request the use of leave under the Families First Coronavirus Recovery Act ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy. ● Request the use of unpaid FMLA. (Paid leave options should be utilized prior to taking unpaid FMLA.) ● Request accommodations to report to work virtually, if possible.
<p>High-Risk (Immuno-compromised or in a MDH designated high-risk category)</p>	<ul style="list-style-type: none"> ● Report to work, maintain social distancing and proper hygiene and use PPE if appropriate. ● Request the use of medical leave according to your master agreement or personnel policy. ● Request the use of leave under the Families First Coronavirus Recovery Act ● Request the use of personal

	<p>leave/vacation leave according to your master agreement or personnel policy.</p> <ul style="list-style-type: none"> ● Request the use of unpaid FMLA. (Paid leave options should be utilized prior to taking unpaid FMLA.) ● Request accommodations to report to work virtually, if possible.
Living with High-Risk Family Members	<ul style="list-style-type: none"> ● Report to work, maintain social distancing and proper hygiene and use PPE if appropriate. ● Request accommodations to report to work virtually, if possible.
Other Concerns	<ul style="list-style-type: none"> ● Report to work, maintain social distancing and proper hygiene and use PPE if appropriate. ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy.

Data Privacy

ISD #4 is subject to and complies with the laws and regulations associated with the privacy of medical information as required by the Americans with Disabilities Act (ADA), the Family Education Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act (HIPAA). To ensure compliance with these laws and regulations, administrators, supervisors, and other employees are prohibited from revealing the name or any other private information about the individual who has reported COVID-19 symptoms or who has been tested for COVID-19, regardless of the result, with anyone besides those who absolutely need to know (i.e. Human Resources). Only the individual may share information about themselves, if they so choose. Administrators, supervisors, and other employees are prohibited from sharing any private information under any circumstance, regardless of whether the information is widely known.

Communications and Training

This Preparedness Plan will be communicated via postings in the workplaces, emailed to employees and shared by supervisors to those without email. Additional communication related to any changes in the plan will be ongoing via email, and supervisor updates to employees.

Regular communication will be provided to parents/guardians and other known visitors regarding our health and safety protocols. Information posters and guidance will be placed conspicuously in buildings for reference and to serve as a reminder for all individuals on-site. Employees, students, and other visitors to the building will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

The Superintendent will monitor how effective the plan is by requesting feedback and concerns from employees as well as personal observation. Modifications will be made as necessary.

Although building specific protocols may vary slightly between departments, all of the above guidelines should be utilized.

While these are guidelines in place for employees while at work, it is also important that employees continue to follow recommended guidelines and continued enhanced sanitary practices while away from work as well, for the safety of themselves and their co-workers.

Recovery

In the event of a school closure, ISD #4 will work with local and state officials' recommendations if specific actions are required before returning to school.

ISD #4 administration will determine the resources and systems to maintain the continuity of education and large events or activities. School reopening will be communicated through district emails, website, social media, JMC and/or any other appropriate methods.

McGregor School District

COVID-19 Employee Screening

Dear Staff,

In response to the recent Coronavirus (COVID -19) outbreak and the raised pandemic alert status by the World Health Organization (WHO), McGregor ISD #4 is taking precautions to lessen the spread of the virus. All employees who enter McGregor ISD #4 at this time must be screened.

Please review the following self-screening criteria before visiting the job site:

A new fever (100.4°F or higher), or sense of having a fever? Chills?	Y / N
A new cough or shortness of breath that you cannot attribute to another health condition?	Y / N
Experiencing muscle aches, fatigue, sore throat, or congestion that you cannot attribute to another health condition or other physical activity?	Y / N
Experiencing gastrointestinal symptoms of diarrhea, vomiting or nausea?	Y / N
Have you had close contact with someone who received a positive COVID-19 test result? OR Exposure to individuals with cold or flu like symptoms within the past 14 days?	Y / N

If you answered “Yes” to any of the questions above, please return home and contact your doctor for further advice. Please notify Michelle Gauthier 218-768-5121 immediately to determine your work status.

If you answer “No” to all of the above questions, please continue to work as usual. By coming into the building or reporting to work, you are agreeing that you have completed this health screening checklist each day, your answers are correct and truthful, and you are prepared to do your job.

You only need to turn in the signed form if you answer “Yes” to any of the above questions.

Thank you for your cooperation.

I HAVE REVIEWED THE QUESTIONS ABOVE AND MY ANSWERS ARE CORRECT AND TRUTHFUL.

Printed Name _____ Signature _____

Date _____

McGregor School District COVID-19 Visitor Screening

Dear Visitor,

In response to the recent Coronavirus (COVID -19) outbreak and the raised pandemic alert status by the World Health Organization (WHO), McGregor ISD #4 is taking precautions to lessen the spread of the virus. All visitors who enter McGregor ISD #4 at this time must be screened.

Please review the following self-screening criteria before visiting the job site:

Have you recently had a fever of 37.8C / 100.4F, a new cough, shortness of breath, chills, muscle pain, sore throat, fatigue, congestion, loss of taste or smell, diarrhea, vomiting or nausea?	Y / N
In the past 14 days, have you been in close contact with anyone who has been diagnosed with or reasonably suspected of having COVID-19?	Y / N
Have you been advised by a doctor, health care provider or any public health authority to stay home or otherwise avoid contact with others?	Y / N
Have you traveled to or through ANY international country or have you been on a cruise - regardless of destination - in the last 15 days?	Y / N

If you answered yes to any of the questions above, please return home and contact your doctor for further advice. We ask that you not visit McGregor ISD #4 until you feel well and have either received a negative test for COVID-19 or are otherwise cleared by a medical professional.

If your answer to all of the above questions is “no” please sign the site sign in sheet indicating that you swear that your answers are complete and truthful. Give hardcopy, electronic scan, or text picture of your completed screening form to McGregor ISD #4 prior to entering the school.

Thank you for your cooperation.

I HAVE ANSWERED THE QUESTIONS ABOVE AND MY ANSWERS ARE CORRECT AND TRUTHFUL.

Printed Name _____

Phone # _____

Temperature _____

Where will you be in the building? _____

Date _____

McGregor School District COVID-19 Contractor Screening

Dear Supervisor,

In response to the recent Coronavirus (COVID -19) outbreak and the raised pandemic alert status by the World Health Organization (WHO), McGregor ISD #4 is taking precautions to lessen the spread of the virus. All contractors who enter a McGregor ISD #4 job site at this time must be screened.

Please review the following self-screening criteria with each of your companies and subcontractors, and employees at the start of each workday:

Have you travelled to or through ANY international country or have you been on a cruise – regardless of destination – in the last 15 days?	Y / N
In the past 14 days, have you been in close contact with anyone who has been diagnosed with or reasonably suspected of having COVID-19?	Y / N
Have you been advised by a doctor, health care provider or any public health authority to stay home or otherwise avoid contact with others?	Y / N
Have you recently had a fever of 37.8C / 100.4F, a persistent dry cough, shortness of breath or other respiratory symptoms?	Y / N

If any employee or subcontractor answered yes to any of the questions above, please have them return home and contact their doctor for further advice. We ask that they not visit any McGregor ISD #4 job sites until they feel well and have either received a negative test for COVID-19 or are otherwise cleared by a medical professional.

Thank you for your cooperation.

I hereby certify and attest that I have on this ___ day of _____, 2020 required all of the employees of _____, and the employees of its subcontractors, who are on site to sign-in attesting to “no” answers to the questions above. I further attest that the photograph or scan I have emailed to McGregor ISD #4 is a true and accurate representation of the physical sign-in sheet for the date listed above.

Signature _____

Printed Name _____

Contractor Screening Continued

Supervisors

You are to collect the sign-in sheet with a signature from each of your employees and the employees of all your subcontractors and vendors who have sent individuals to the site that day. Take a photo or scan of that sign in sheet and your signature on this sheet and email before the end of each day to **Anthony Pierce 218-768-5162 or apierce@isd4.org**

Assessment Date _____

Employees & Subcontractors

I the undersigned, attest I have answered “no” to all the above screening questions. Your signature verifies that your answers are complete and truthful.

- | | | |
|-----------|-----------|-----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |
| 10. _____ | 11. _____ | 12. _____ |
| 13. _____ | 14. _____ | 15. _____ |
| 16. _____ | 17. _____ | 18. _____ |
| 19. _____ | 20. _____ | 21. _____ |
| 22. _____ | 23. _____ | 24. _____ |
| 25. _____ | 26. _____ | 27. _____ |
| 28. _____ | 29. _____ | 30. _____ |

McGregor School District
Families First Coronavirus Response Act (FFCRA) Expanded FMLA Form

Name _____ Job Title _____ Date _____

Please check the box next to the provision of FFCRA which applies to you from options 1-5 below. You must fill out ALL ITEMS in the option that you choose COMPLETELY. Also, don't forget to SIGN the bottom. Turn the form in to the District Office.

Under the FFCRA, an employee qualifies for expanded family and medical leave if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

1. **Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. **DOCUMENTATION OF ORDER REQUIRED – PLEASE ATTACH.** A doctor's clearance to return to work will also be required.

Agency Ordering Isolation/Quarantine _____

2. **Has been advised by a health care provider to self-quarantine related to COVID-19.** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. **DOCTOR'S NOTE REQUIRED – PLEASE ATTACH.**

Name of Clinic/Hospital _____ Dr. _____

3. **Is experiencing COVID-19 symptoms and is seeking a medical diagnosis.** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. **DOCTOR'S NOTE REQUIRED – PLEASE ATTACH.** A doctor's clearance to return to work will also be required.

Name of Clinic/Hospital _____ Dr. _____

4. **Is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. Employees taking leave are entitled to pay at 2/3 their regular rate. **DOCTOR'S NOTE REQUIRED – PLEASE ATTACH.**

Name of Person Requiring Care _____ Relationship to Employee _____

Name of Clinic/Hospital _____ Dr. _____

5. **Is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.** A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave for everyone followed by up to 10 weeks of paid expanded family & medical leave if worked for district at least 30 days) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period. Employees taking leave are entitled to pay at 2/3 their regular rate. An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of partial paid leave under this section. Please note, if your children are school age, they may be brought to the school for child care and you are **NOT** eligible for this provision.

Name of Child Requiring Care _____
Date of Birth _____ Relationship To Child _____
(must be under 18 yrs. old) (must be parent or legal guardian)

For the first two weeks of this leave, you may receive: (please choose one, you may not do both)

- 2/3 of your pay under the FFCRA sick leave provision **OR**
 Take your accumulated paid sick, vacation, personal, or comp. leave to receive a full pay check. Please indicate, in order of preference, leaves you would like to use for this purpose:

6. **Is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.** A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period. Employees taking leave are entitled to pay at 2/3 their regular rate.

Explanation Required _____

I hereby **certify** that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

Employee Signature _____ Date _____

***NOTE: Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment. The FFCRA leave time is calculated in conjunction with regular FMLA leave limits and its use is applied toward the 12 week total limit per year.