**RSU 57 COVID-19 GUIDELINES**
**RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES**

Staging:

I. Those who are vaccinated and asymptomatic do not need to quarantine if deemed close contacts and those participating in pooled testing and are asymptomatic do not need to quarantine for any school-related events if they are deemed close contacts (this applies to school sports, extracurricular activities, and school functions). The quarantine exemption does not apply to community based activities including, for example, club sports, and Girls Scouts
II. Adult distancing requirements have been removed -
III. Eating and drinking still requires 6' distancing for all - remains the same
IV. Distancing related to music went from 14' to 6' - change

---

In response to COVID-19, RSU 57 will comply with the guidelines set forth by the State of Maine. These guidelines are in effect from August 18, 2020 and will be updated in accordance with the latest State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 between people. These RSU 57 COVID-19 GUIDELINES are mandatory for all employees.

The year ahead will be unique both in its challenges and opportunities. A successful year will rely on us maintaining our collective and individual flexibility. We each may be asked to perform tasks, duties, or assignments which were not part of our previous school experiences. We must consider the work we do for our children as our collective responsibility. We will continue our focus on maintaining positive relationships, attending to social emotional needs, and supporting the overall wellbeing of children and adults as we enter into the year ahead. I am confident that our tremendous dedication and collective capacities will carry us through this experience together, stronger.

- Larry Malone, Superintendent of Schools

**All guidance herein has been derived from the Maine DOE, Maine CDC, and the American Academy of Pediatrics. All guidance is subject to revision. The most current version of Maine's PK-12 and Adult Education Public Health Guidance is linked here (updated December 15, 2020) and Standard Operating Procedures linked here (updated December 14, 2020).**

**RSU 57 COVID-19 GUIDELINES**
**RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES**

## ***Health & Safety***

**Adult Distancing**: Adult distancing requirements have been removed. Adults must maintain masking requirements at all times. Adults administering direct support for 15 minutes or more at less than 3 feet distance (e.g., personal care, occupational/physical/speech therapies, direct nursing, etc) should wear eye protection in addition to a mask.

**Domestic Travel**: As of May 1, 2021, Maine moved to an "all states exempt unless specified" model. This means that travelers coming to or returning to Maine are not required to quarantine or show proof of a negative test unless coming from a non-exempt state. **Non-Exempt States:** As of May 1, 2021 all states are exempt. This is subject to change.

**International Travel: Quarantine and Testing**

For people who are fully vaccinated (at least 14 days past their final COVID-19 dose) who arrive in Maine:

- Quarantine is not required unless you are experiencing symptoms.
- Testing is recommended 3-5 days after arrival in the US.
    - If the COVID-19 test is positive, isolate.

**For all people who are not fully vaccinated and arrive in Maine within 7 days of entering the United States:**

- Quarantine for 7 days from arrival in the US AND get a COVID-19 molecular or antigen test 3-5 days after arrival in the US.
    - If the COVID-19 test is positive, isolate.
    - Even if the COVID-19 test is negative, complete the 7-day quarantine after travel.
    - If individuals arriving from international travel do not get a COVID-19 test after their arrival, they should quarantine for 10 days after their arrival in the US.
- Avoid being around anyone who is at increased risk of severe COVID-19 illness for 14 days following arrival in the US, regardless of COVID-19 test results.
- For anyone who arrives in Maine more than 7 days after arrival in the US, follow the domestic travel guidelines above. Find travel guidance for all passengers coming to the United States, including US citizens, from US CDC.
- Those who are vaccinated and asymptomatic do not need to quarantine if deemed close contacts and are asymptomatic do not need to quarantine for any school-related events if they are deemed close contacts (this applies to school sports, extracurricular activities, and school functions). The quarantine exemption does not apply to community based activities including, for example, club sports, and Girls Scouts.

- **"At-home" COVID-19 Testing**
  Maine DOE/CDC has determined that "At-home" tests are not acceptable for official purposes. These tests may be helpful for self informing. However, they can not be used to diagnose

COVID19, nor can they be used after traveling for official purposes, such as return to school. Maine CDC has no method for tracking "At-home" tests and there is no guarantee that an "At-home" test has been appropriately administered.

- Each day, before entering RSU 57 property, employees must complete a self-assessment for COVID-19 symptoms. Certain responses will require an employee to immediately contact their supervisor and remain off RSU 57 property, as detailed in the self-assessment.

- All employees will be provided with face coverings/masks and must wash them daily. Employees may wear their own face covering/mask.

- Upon entering RSU 57 property (parking lots, playgrounds, walkways, entryways, etc) all employees, parents, and visitors must wear a face covering at all times with the exception of MPA-sanctioned events taking place outside of the instructional day. "Gaitor style" face coverings and handkerchiefs/bandanas are not acceptable for use. In addition, masks with exhalation valves or vents also cannot be worn.

- As described in the U.S. CDC guidance, a cloth face covering covers the nose and mouth and fits snugly but comfortably against the side of the face; is secured with ties or ear loops; includes multiple layers of fabric; allows for breathing without restriction; and is able to be laundered and machine dried without damage or change to its shape.

- All employees must wash their hands with soap and water for at least 20 seconds (or use sanitizer if washing is not possible) when:
    - After coughing or sneezing
    - Before and after: eating, using the restroom, or touching bodily fluids
    - Before and after touching common surfaces like work stations, cash registers, table tops, touch screens, door handles, refrigerator doors, buttons or keypads, light switches, cover plates, countertops, bus seat backs, handrails, time clocks, stability poles, bars, windows and window ledges.
    - Handling student's personal belongings.
    - When an employee's hands are visibly soiled they MUST be washed with soap and water.

- All employees must practice the following proper CDC infection control measures:
    - If coughing or sneezing, employees must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue. Employees must then wash hands.
    - Avoid touching their eyes, nose, or mouth.
    - Avoid touching any surfaces unnecessarily.
    - Refrain from hugs and hand-shakes.
    - Notify the school nurse if they, or anyone in their household, has been confirmed to have COVID-19.
    - Minimize face-to-face meetings by utilizing alternative methods to move projects forward (i.e. email, conference call, phone call, web-based meetings).
    - Follow any additional guidelines established for their specific job role.

**RSU 57 COVID-19 GUIDELINES**
**RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES**

***Communal Areas/Breakrooms***

- ~~Social distancing and room capacity guidelines will be enforced in all communal staff spaces, including main offices, break/teacher rooms, and conference rooms~~.

- School staff (teachers, nurses, bus drivers, etc.) are considered essential workers. For school staff who are close contacts of confirmed cases in a school, the school staff may return to work while in quarantine so long as (1) the staff member remains without symptoms (2) there are no substitute school staff members available, (3) the school staff members take appropriate infection control precautions, including the use of physical distancing and PPE, and (4) the staff remain in quarantine outside of work.

- ~~Hourly employees will maintain a minimum of a 6 foot distance while using the time clock.~~

- Eating Restrictions: Shared food is prohibited. There will be no shared utensils or kitchen supplies. Employees who bring their own meals must sanitize appliances after each use and any individual containers/utensils left will be discarded at the end of the day. Employees eating together must observe current social distancing and room capacity guidelines. Employees may eat lunch outside, with notification to their supervisor.

***Visitors***

- Employees cannot bring visitors/volunteers to RSU 57 property without prior approval by their building administrator and all visitors/volunteers must adhere to these RSU 57 guidelines and leave RSU 57 property immediately after concluding their business.

***Work-Related Travel***

- Employees are expected to travel alone or with household members in their own vehicles for work. Employees must receive prior approval from their supervisor for work-related travel. If employees cannot travel alone, they must wear face coverings inside a vehicle.
- Employees must minimize contact with others while traveling and must sanitize RSU 57 vehicles upon return. At their destination, employees must adhere to any safety guidelines in place at that location, in addition to these RSU 57 guidelines.

***Leave***

- Employees may have access to the following types of leave for COVID-19 related illness:
    - Sick leave (if eligible)
    - Families First Coronavirus Act (FFCRA)
    - Family Medical Leave Act (FMLA)

** Prior to accessing FFCRA Leave, an employee must submit an FFCRA Leave Request. RSU 57 may require medical documentation or certification in order to approve an FFCRA Leave Request.*

**RSU 57 COVID-19 GUIDELINES**
**RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES**

** Any employee showing symptoms of COVID-19 may only return to work after meeting the standards recommended by the CDC. Any employee who exhausts their FFCRA Leave and/or contractual leave may request an unpaid leave of absence from the Superintendent. The decision to grant such a request is subject to the Superintendent's discretion.*

***Please contact Sandra Tibbetts at sandratibbetts@rsu57.org***
***or 207-247-3221 ext 2219 for detailed leave information***

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR TRANSPORTATION STAFF/BUS DRIVERS/VAN DRIVERS/BUS AIDES**

In addition to the RSU 57 COVID-19 GUIDELINES, all Transportation employees must:

***Health & Safety***

- Wash their hands upon entering the workplace and practice frequent hand washing/hand sanitizing throughout their shift, including upon entering/exiting the bus.

- Wipe all commonly used surfaces and hands before and after each use with the cleaning supplies and hand sanitizer available in all public areas. The general rule here is: "if you touch it, wipe it."

- Only use the time clock at their assigned time to report to work each day. ~~Please observe a minimum of a 6 foot distance from others as you wait to use the time clock.~~ The break room area is only to be accessed for restroom use.

- Wear a face covering/mask while driving with others on board.

***Busing of Students***

- Limit contact between cohorts and direct contact with parents as much as possible by maintaining current social distancing.

- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and then the back.

- Students will need to practice social distancing when exiting the bus. Use the bus radio and dismiss by rows.

- Several windows should be slightly opened to improve air ventilation.

- PreK seating will remain fixed at the front of the bus. Parents will be permitted to assist in seating/buckling with masks and in following with hand sanitizing procedures.

- The District will adhere to the current State of Maine guidelines with regards to transporting students via van or bus.

- The bus/van should be sanitized after the completion of each assigned route. *See* "Prevention Measures" below for more details.

## ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR TRANSPORTATION STAFF/BUS DRIVERS/VAN DRIVERS/BUS AIDES

### ***Paperwork/Logistics***

- Employees are only allowed in the mechanic's area of the Transportation building to report/discuss mechanical concerns with the mechanic. All social distancing and PPE guidelines must be followed.

- Keys will be sanitized daily.

- Pre-trip inspection and mileage reports will continue to be turned in at the end of the week.

- Behavior reports will be communicated electronically.

### ***Prevention Measures***

- Students will be assigned to their seating on their bus route

- After each run, seats will be sanitized prior to the start of the next student pick up run. Bus drivers will be provided safety glasses that should be worn to wash the outside of the bus.

- Floors should be cleaned first. Often when cleaning the floor of a bus, dust and contaminants on the floor become airborne and land on nearby surfaces. By cleaning the floor first, we can later remove these pathogens through the rest of the cleaning process, so this does not occur. School bus floors should be cleaned/vacuumed as determined by the Transportation Director.

- Avoidance of mops is suggested**.** Mops collect soil and contaminants, but these also build up on the mop. Use only when necessary, and with approval from an employee's supervisor.

- At the end of each day, all trash cans must be emptied. Staff will spray the buses after the floors have been swept.

## ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR ADMINISTRATIVE STAFF

In addition to the RSU 57 COVID-19 GUIDELINES, all administrative employees must:

- Staff must wear a face covering/mask when working with or in proximity to employees or students.
- Sanitize own hands before and after each use of common equipment (copiers, projectors, monitors, etc.)
- Sanitize own desk, equipment, and office areas on a regular basis (at least daily) to prevent the spread of germs. (i.e. keyboards, telephones, doorknobs).
- Avoid using coworker's phones, desks, offices, or other work tools and equipment, unless the employee is authorized to do so by the employee's supervisor. If an employee uses a coworker's phone, desk, office, or other work tools and equipment, the employee must clean and disinfect them before and after use.
- When possible, office communications should be by phone, email, or other remote technology
- Employees will thoroughly wash their hands before and after opening/handling mail.

## ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR NUTRITION AND FOOD SERVICE STAFF

In addition to the RSU 57 COVID-19 GUIDELINES, all nutrition employees must comply with the following rules:

### ***Health & Safety***

- Staff must wear a face covering/mask when preparing food and working with or in proximity to employees or students.

- Food Service Workers must practice proper handwashing throughout their shift with soap and water for at least 20 seconds. In addition to the circumstances under which employees are required to wash their hands set forth in the district-wide Rules and Expectations, Food Service Workers must wash their hands:

    - Before, during, and after preparing food
    - Before and after work shifts-As employee arrives and leaves
    - Before and after work breaks
    - After putting on, touching, or removing cloth face coverings
    - After removing gloves
    - After directly handling used food service items
    - After touching objects that have been handled by others, such as utensils, menus, cups, and trash
    - After touching dirty surfaces like floors, walls and soiled carriers and equipment

- Employees must be vigilant to maintain social distancing while removing or bringing in items to walk-in coolers/freezers or store rooms.

- Staff must properly use gloves during food preparation.

### ***Prevention Measures***

- Each employee will have an assigned workstation and should limit interactions with other workstations whenever possible.

- Minimize handling cash and checks whenever possible.

- Practice routine cleaning and disinfection of frequently touched surfaces, such as workstations, cash registers, table tops, touch screens, door handles, refrigerator door handles, microwave door handles and buttons/keypads, light switches and cover plates, counter tops.

- All food served to students must be covered and individually wrapped. Dining utensils are individually wrapped. All meals must be served as a unit.

## ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR NUTRITION AND FOOD SERVICE STAFF

- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.

- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food or utensils.

- Any food and beverage items served from food service staff will be served by staff following safety and sanitation guidelines, including appropriate personal protective equipment (PPE).

- Staff will increase the frequency of cleaning and sanitizing and keep sanitation charts updated. Pay special attention to cleaning "high-touch" areas.

- Staff will sanitize all surfaces and equipment at days' end.

- Managers will complete daily safety and sanitation checklists.

- Staff will run overhead hood/exhaust fan all day to increase air flow and proper ventilation.

## ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR CUSTODIAL STAFF

In addition to the RSU 57 COVID-19 GUIDELINES, all custodial and maintenance employees must follow facilities documented standard procedures for routine cleaning and disinfecting.

**ITEMS THAT NEED TO BE SPECIFICALLY DISINFECTED DURING A PANDEMIC:**

- **Restrooms/Bathrooms:**
  - Door knobs or handles
  - Light switches and cover plates
  - Paper towel dispenser knobs or handles
  - Faucet handles
  - Toilet and urinal flush levers
  - Toilet and urinal partitions, doors (including knobs, levers or slides)
  - Other items identified locally
- **Locker rooms:**
  - Door knobs or handles
  - Light switches and cover plates
  - Other items as identified on the checklist provided
- **Classrooms and Office Spaces:**
  - Door knobs or handles
  - Light switches and cover plates
- **Other locations:**
  - Nurse's Office
  - Elevator call and operating buttons
  - Stairway handrails, doorknobs, light switches
  - Hallway door knobs, handles, drinking fountain faucets
  - Vending machines
  - Other items identified

- Always follow label directions on cleaning products and disinfectants. Be sure to read the label directions carefully and review SDS (safety data sheets). For spray application of disinfectants safety glasses or goggles shall be worn again regardless of SDS requirements. Dwell time (wet time on surface) for the application of disinfectants shall be observed as outlined in application instructions.

- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.

- Sharing of personal tools shall not be allowed. District provided tools shall be cleaned/ disinfected prior to use.

- Permission is granted to maintenance employees to travel in district vehicles to a maximum of two individuals both of which must wear face coverings for the duration of trip.

## ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR INSTRUCTIONAL STAFF

In addition to the RSU 57 COVID-19 GUIDELINES, all instructional employees must:

### ***Health & Safety***

- Staff will model frequent hand washing/hand sanitizing for students throughout the school day, including upon entering/exiting the classroom.

- Staff will wipe down and sanitize classroom desks and changing stations whenever students vacate the classroom and throughout the day. Cleaning products and proper training will be provided.

- **SPECIAL EDUCATION TEACHERS/ED TECHS:** Determination of additional PPE requirements will be made by the Special Education Director based upon the unique needs of each student/situation. Additional PPE may be required for staff working with young children, students with IEPs or student's with specialized health plans such as, but not limited to:
    - Approved face coverings
    - Appropriate enhanced PPE
    - Plexiglass barriers for student desks

- **SCHOOL PSYCHOLOGISTS & ASSESSMENTS**

    - Use of masks/face shields when assessing (interviewing) students
    - Use of plexiglass divider/barrier when assessing students
    - Wash hands prior to and after handling testing protocols (paper)

### ***Shared Objects***

- Teachers should do the following with respect to shared objects:
    - Discourage the sharing of items that are difficult to clean or disinfect.
    - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
    - Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, manipulatives, and other equipment) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.
    - Avoid sharing electronic devices, toys, books, and other games or learning aids.
    - Remove any furniture, toys, rugs, and other items that cannot be easily cleaned each day.

- Prior to being eligible to substitute within RSU 57, substitutes must complete a district sponsored training program. This training program will now include specific information regarding sanitization practices required for each of the categories listed above.

## ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR INSTRUCTIONAL STAFF

- All substitutes must then follow the specific guidelines listed above for the areas within which they substitute.

## ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR NURSES

In addition to the RSU 57 COVID-19 GUIDELINES, all nurses must:

- Use appropriate PPE when working with students and staff who visit the nurse's office.
- Frequently sanitize the nurse's station and medical equipment as well as areas used for isolation of suspected COVID-19 cases.
- Keep site and district administration abreast of any notable health trends, and especially any confirmed cases of COVID-19.
- Nurses should be vigilant and attend to reporting and documentation obligations, including and especially NNDSS**.**

## COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR SOCIAL WORKERS AND COUNSELORS

In addition to the RSU 57 COVID-19 GUIDELINES, all social workers and counselors must:

- Support SEL health of students upon reentry in buildings.
- Maintain current social distancing guidelines during individual or group counseling.
- Limit home visits to emergency situations only. Employees should follow the same prevention guidelines above (masks, current social distancing guidelines, travel guidelines) and remain outside the home whenever possible. No home visits should be made without prior approval from the employee's supervisor.

## COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR TECHNOLOGY POSITIONS

In addition to the RSU 57 COVID-19 GUIDELINES, all technology staff must:

- Staff should continue to attempt troubleshooting tasks remotely.
- Technology staff members may not work on/troubleshoot a device in close proximity to other staff members. Current social distancing guidelines must be maintained at all times.
- When working on other individuals' devices, gloves should be worn at all times, and the portion(s) of the device being worked on should be disinfected providing that doing so will not harm the device. Established cleaning protocols will be followed.
- After working on other people's devices, the Technology staff must wash their hands for at least 20 seconds and/or use hand sanitizer.
- Technology staff will devise a system/furniture set up in their own workspaces that will encourage or prevent others from passing a certain point/entering the room.
- Technology staff will encourage staff to drop off devices in need of service. The technology staff will then work on devices without staff waiting to minimize contact.
- When meeting with outside vendors, Technology staff must wear face coverings and require vendors to do the same.
- Technology staff will clean their own workspaces, equipment, desks, devices, etc. daily.

## GUIDELINES FOR REPORTING ILLNESS - PROFESSIONAL STAFF

- Linked here

## RETURN TO WORK PLAN FOR EMPLOYEES WHO HAVE TESTED POSITIVE FOR COVID-19

RSU 57 will comply with CDC recommendations regarding employees' return to work after testing positive for COVID-19. Under the current CDC guidance, an employee who has tested positive for COVID-19 will NOT be able to return to work until the employee has met the isolation guidelines and has shared CDC clearance to return to work with Sandra Tibbetts (contact information on page 3).

If an employee has been out of work due to testing positive for COVID-19 and the employee has used personal sick leave, FFCRA or FMLA leave, the employee will need to provide a medical note to Sandra Tibbetts (contact information on page 3) stating that they are medically cleared to return to work prior to doing so.

## RETURN TO WORK PLAN FOR EMPLOYEES WHO HAVE BEEN SELF QUARANTINED DUE TO EXPOSURE TO COVID-19

Employees who believe they have been exposed to COVID-19 should STAY HOME, CONTACT THEIR SUPERVISOR, follow CDC Guidelines for quarantine, and contact their PCP. A resource for finding a testing center near you can be found here. Employees who have been tested and the results were negative should communicate those results to their supervisor. Once done, the supervisor may allow the employee to return to work and forward paperwork along to Sandra Tibbetts (contact information on page 3). Employees who have not been tested but who have exhibited symptoms of COVID-19 may not return to work until the employee has met the isolation guidelines.

## PLAN FOR "HIGH RISK" EMPLOYEES

RSU 57 will work with each individual employee to provide realistic accommodations to employees who may be in need. Communication is the key to the establishment of effective accommodations for employees. Any employees who have a medical condition that is considered to be in a "high risk" category" should communicate with Sandra Tibbetts (contact information on page 3) and provide medical documentation. This will allow the RSU 57 to review the circumstances and to understand if accommodations may be made and if there is a need for remote work. Given that we work in a school system in which the majority of students will be at school, there is no guarantee there will be remote work available. Those employees who must be out and who are unable to work remotely, will need to use available leave provided in the appropriate employment agreement/negotiated contract. Additionally, employees may have access to additional leave via FFCRA or FMLA.