



ISD #466 Dassel-Cokato Schools 2020-2021
COVID-19 Preparedness Plan



Dassel-Cokato Schools 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 #466 has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All school 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 Superintendent and the Administrative team, who maintain 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. Dassel-Cokato School Administrators and Supervisors have the District's full support in enforcing the provisions of this plan.

Our employees are the District's most important assets. We are serious about health and safety and protecting our employees. A team approach is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved administrators, employees, school board, and community members to develop and implement this plan through various group meetings, discussions, and surveys.

ISD 466's COVID-19 Preparedness 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:

1. policies and procedures that assist in the identification of sick staff and students and ensure sick staff and students stay home;
2. implementation of engineering and administrative controls for social distancing;
3. staff and student hygiene and source controls; including face coverings;
4. workplace building and ventilation protocol;
5. workplace cleaning and disinfection protocol;
6. drop-off, pick-up and delivery practices and protocol; and
7. communications and training practices and protocols.



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

Dassel-Cokato Schools 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:

1. additional protections and protocols for guests and visitors;
2. additional protections and protocols for personal protective equipment (PPE);
3. additional protections and protocol for access and assignment;
4. additional protections and protocol for sanitation and hygiene;
5. additional protections and protocols for work clothes and handwashing;
6. additional protections and protocol for distancing and barriers;
7. additional protections and protocols for managing occupancy;
8. additional protocols to limit face-to-face interaction.



1. Identification and isolation of sick/symptomatic persons and ensure sick staff and students stay home.

Building principals and Health Services with regards to staff, students and visitors will use the [MN Department of Health's Decision Tree for People with COVID-19 Symptoms](#). As guidance is revised, the decision tree will be updated accordingly. Health Services will coordinate the notification of the appropriate agencies and/or staff if they have been exposed to a person with COVID-19 at their workplace and require them to quarantine for the required amount of time as recommended by MDH.

Dassel-Cokato Schools has various leave provisions within employment contracts and 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 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, are available based on the leave provisions in their employment contracts and in accordance with the Americans with Disabilities Act (ADA).

In addition, Dassel-Cokato Schools adheres to all federal and state regulations and laws to protect the privacy of employee and student health status and health information.

Staff and students have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19.



The following questions should be assessed daily by:

1. families before delivering students to school or riding on school district transportation vehicles
2. staff before reporting to work

Symptoms of COVID-19 - [MDH Decision Tree 8/31/2020](#)

Daily Health Screening Checklist:

- A new onset cough or shortness of breath by themselves

OR at least 2 of the following:

- fever (100.4°F or higher),
- chills,
- muscle pain,
- sore throat,
- fatigue,
- congestion,
- loss of sense of smell or taste,
- gastrointestinal symptoms of diarrhea, vomiting, or nausea.



If a person has a new symptom (for example, a new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

Employees

1. A self-assessment (noted above) is to be used by each employee before reporting to work.
2. Employees who are experiencing symptoms as described in the self-assessment must contact the Health Services Office 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.
4. Staff who develop symptoms during the day will then be referred to their primary care provider and, if deemed, necessary follow and quarantine recommendations in accordance with MDH guidelines.



Students

1. A self-assessment (noted above) should be completed by a parent/guardian each day before entering school buildings or riding school transportation vehicles.
2. Students exhibiting symptoms outlined in the decision tree must be absent from school until symptoms meet the return to school standards of the decision tree
3. Students who develop symptoms during the school day will be assessed by Health Services and, if deemed necessary, be provided a separate space to wait for a parent/guardian to pick them up.
4. Students who develop symptoms during the day will then be referred to their primary care provider and, if deemed, necessary follow and quarantine recommendations in accordance with MDH guidelines.
5. Parents of students who test positive for COVID-19 must contact the school Health Services office immediately upon learning of the test results.
6. Parents must contact their school building secretary immediately to report absences for students who are experiencing symptoms as described in the self-assessment.
7. Student notifications of confirmed COVID-19 case exposure will follow MDH guidance.

Visitors

1. Essential visitors will only be allowed with prior approval by building administration and will be limited to the extent possible.
2. A [Visitor Health Screening Checklist](#) will be completed before entering any school building.
 - a. Each will be asked about any potential contact with someone suspected of having COVID-19 or someone currently ill with respiratory illness.
3. Visitors will not be granted access if experiencing any of the symptoms of the above screening checklist.
4. School volunteers will be utilized minimally during these times.
5. Parents or caregivers picking up students during the school day must remain outside the school building.



2. Social Distancing - maintaining six feet of physical distancing



Social distancing of at least six feet will be implemented and maintained between employees, students and visitors in the workplace through the following administrative controls:

All employees, students and visitors are required to wear face coverings in accordance with the Governors order 20-81.

Employees

1. Staff meetings will be small groups (25 max) when in-person meetings need to take place, social distancing and hygiene practices will be followed per MDH guidelines. Some may occur virtually as much as possible.
2. Employee common areas will have visual markers for distancing and protocols for equipment and surface use.

Classrooms

1. Classroom seating will be configured with maximum allowable space between students and in accordance with MDE and MDH guidance.
2. Core and general class schedules will be developed in a way that will limit student movement throughout the day.
3. Instructional plans will be created to reduce student contact, encourage sharing of digital materials, limit shared equipment and maintain appropriate social distancing to the greatest extent possible.
4. Cohorting will be prioritized, identifying small groups and keeping them together, among the younger grades to the extent possible.
 - Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, and as much as possible for older children).
 - Limit mixing between groups if possible.

Hallways

1. Drinking fountain access will be limited based on guidelines. Bottle-filling stations will be accessible and students will be encouraged to bring refillable bottles to school.
2. Students will be discouraged from congregating in hallways.
3. Signage will be used to encourage social distancing, hygiene and symptom identification.



Common Areas (Cafeterias and Office Reception Areas)

1. Social distancing markings will be placed where lines must form.
2. Where appropriate, visual cues to encourage traffic flow and spacing will be implemented throughout the building.

Outdoor Recess

1. Students will be placed in outdoor pods and will move around the playground area based on their pod.
2. Students will wash or sanitize their hands before and after using playground equipment.

Transportation (bussing)

1. Families who are able and willing to transport their students to and/or from school are being asked to do so.
2. Students shall not sit directly behind drivers.
3. Students will spread out on the busses/vehicles to keep the minimum number of students in each seat as well as keeping families together.

3. Staff, student and visitor hygiene and source controls

Basic infection prevention measures are completed within our buildings on a routine basis. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All employees, students and visitors entering a District building are able to wash or sanitize their hands immediately upon entering the facility.

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the buildings so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Source controls are being implemented in all Dassel-Cokato School buildings. Employees, students and visitors are required to wear masks at all times in accordance with the Governor's Executive Order.

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 containers 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.
- Employees, students and visitors will have access to hand sanitizer either through self-administration or adult supervision for younger individuals.
- The borrowing or sharing of any items will be limited.
- The use of reusable water bottles will be encouraged.
- Drinking fountains will be cleaned throughout the day.
- The District's food service department will implement processes as recommended by MDH, FDA and MDE.

4. Workplace building and ventilation protocols

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. Dassel-Cokato schools contracts with an HVAC company to do preventative maintenance with regards to cleaning and filter replacement.

- Outside recess is encouraged for elementary students.
- Outside gym time is encouraged for elementary and secondary students .
- Weather permitting, teachers are able to take their classes outdoors.

5. Workplace cleaning and disinfection protocols

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, offices, break rooms, lunch rooms, meeting rooms, classrooms, locker rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Appropriate and effective cleaning and disinfecting supplies have been purchased, such as sanitizing aerosol foggers, 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 to ALL staff so that cleaning can occur throughout the day.
- Procedures will be developed for cleaning and sanitizing shared objects and equipment. Any contaminated area will be closed until proper cleaning and disinfection has been completed according to CDC and OSHA guidelines.
- Extensive, deep cleaning of all Dassel-Cokato buildings occurs each summer and will occur during the school year as well.

6. Drop-off, pick-up and delivery practices and protocols

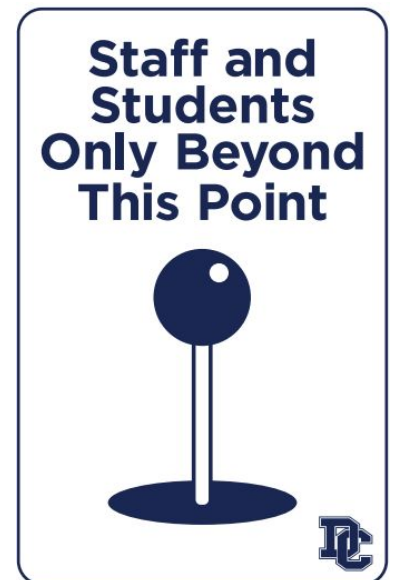
The District has implemented procedures related to the drop-off and pick-up of students before, during and after the school day. The Transportation Department has developed procedures addressing the transportation of students on busses in accordance with guidance from MDH and MDE.

Pick-up and Drop-off

- Parents or caregivers picking up students during the school day must remain outside the school building.
- Parents and caregivers are strongly encouraged to stay in their vehicles during pick-up and drop-off times.

Deliveries:

- Deliveries will be made to each building office but will be left in the vestibule instead of entering the building.
- Deliveries made the Loading Dock will require drivers to call and announce their arrival. Staff will meet them at the door, drivers will not enter the building.





7. Communications and training practices and protocols

This COVID-19 Preparedness Plan can be found on the Districts COVID-19 web page for all employees, students and visitors to review. Training related to COVID-19 will be continuous and delivered by individual buildings/departments based on guidance from the MDH and MDE. Additional communication and training will be ongoing by utilizing the District's Campus system to all employees and students. Visitor information will be updated on the District's COVID-19 web page. New employees will be provided information related to the District's COVID-19 plan prior to their initial assignment.

Instructions will be communicated to all employees, students and visitors, about protections and protocols, including:

1. social distancing protocols and practices;
2. drop-off, pick-up, and material delivery;
3. practices for hygiene and respiratory etiquette;
4. 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 contracted COVID-19. Administrators and supervisors are expected to monitor how effective the program has been implemented and report discrepancies to the Superintendent and building principals. All Administrators, 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 Dassel-Cokato Schools Superintendent Jeff Powers and the Administrative Team. This plan will be updated as necessary by the Communications Coordinator in collaboration with COVID-19 coordinator.