

# **COVID-19 Preparedness Plan for Mountain Lake Public School**

**June 29, 2020**

Under Gov. Tim Walz's Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

Mountain Lake Public School is committed to providing a safe and healthy workplace for all our workers, families, community members and visitors. To ensure we have a safe and healthy workplace, Mountain Lake Public School has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff members are 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 staff members. 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 Bill Strom, Superintendent, who maintains the overall authority and responsibility for the plan. However, all staff members are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Mountain Lake Public School's staff and board members have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Mountain Lake Public School is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. As we continue to revise this plan the district will involve administration, school staff members, board members, parents and students. This group will participate in the planning process both with electronic discussions and in-person discussions as we move ahead to guarantee that all aspects of the plan are addressed. Mountain Lake Public School's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders.

**Student, Staff, Family and Facilities**

All programs and activities should limit any nonessential visitors, volunteers, and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area.

**Distancing and Hygiene**

- Occupancy limits based on required social distance measures should be posted in all rooms.
- Classroom arrangements and seating should be designed to allow for required social distancing.
- People should distance themselves from others by at least 6 feet whenever possible.
- Hallway areas, entrance areas, and other gathering areas should be monitored by staff to ensure that groups are following social distancing guidelines.
- Activities and events must not be scheduled if distancing guidelines cannot be followed.
- Standing spaces should be taped off to indicate expected distancing.
- Transportation should be monitored to ensure that students are spaced out on vehicles as required by the current plan.
- Handwashing
  - All people in the facility must wash hands often with soap and water for at least 20 seconds, especially after having been in a public place or after blowing nose, coughing, or sneezing or after outdoor playtime.
  - If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
  - Staff and visitors must wash hands upon arriving, upon coming in contact with shared amenities, and when entering or leaving indoor spaces.
- All staff and visitors should cover their mouth and nose with a tissue when coughing or sneezing. If no tissue available, arm or elbow should be sneezed or coughed into.
- All staff and visitors should throw used tissues in the trash.
- Staff members and visitors are encouraged to wear cloth face coverings during the work day as much as possible.
- The district should provide the protective gear required by guidelines established by the Minnesota Department of Education and the Minnesota Department of Health.

Instructions will be communicated to all workers, participants, and families about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off and pick-up; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks or other face-coverings.

All staff members 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. If the current health status requires increased distancing measures the district will work to implement distancing options that may include teleworking, flexible work hours, staggered shifts and additional shifts to reduce the number of workers in the workplace at one time.

The district office will address all concerns shared by staff, students, families, and community members.

### **Buildings and Grounds**

<b>Supplies and Operations</b>	<b>Cleaning</b>
<ul style="list-style-type: none"> <li>● Provide access to hand hygiene products throughout the building and at all entrances (e.g., hand sanitizer, soap, tissues, disinfectant wipes).</li> <li>● Establish hand-sanitizer dispensers that use sanitizers of greater than 60% alcohol at entrances and other locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.</li> <li>● Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high touch surfaces.</li> <li>● Use appropriate and effective cleaning and disinfecting supplies in accordance with product labels, safety data sheets and manufacturer specifications.</li> </ul>	<ul style="list-style-type: none"> <li>● Clean high touch areas such as door knobs, stair rails, etc. are cleaned daily before and after staff or visitors are present, before and after all activities, and at regular intervals throughout the day.</li> <li>● Ensure daily cleaning of the facility environment with high quality cleaning supplies designed to disinfect.</li> <li>● Regularly clean and disinfect all furniture and equipment in the building (copy machines, keyboards, control panels, etc.) as well as vehicles owned by the school.</li> <li>● Follow cleaning procedures described at <a href="http://www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html">www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html</a></li> <li>● Clean and disinfect bathrooms regularly, particularly high-touch surfaces, and</li> </ul>

<ul style="list-style-type: none"><li>● Use required personal protective equipment for any products requiring that level of protection.</li><li>● Use EPA-registered household disinfectants recommended by the CDC: EPA: Coronavirus (COVID-19) Information on Disinfectants (<a href="http://www.epa.gov/coronavirus">www.epa.gov/coronavirus</a>).</li><li>● Check ventilations systems regularly to ensure that the maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are properly used and maintained. Steps are also being taken to minimize air flow blowing across people.</li></ul>	<p>ensure they have hand washing supplies.</p> <ul style="list-style-type: none"><li>● Post a cleaning schedule describing the schedule for cleaning and disinfecting, the persons conducting the cleaning and disinfecting, the products that are used to clean the workplace and how the business will disinfect the workplace if a person is symptomatic or is diagnosed with COVID19.</li><li>● Purchase and make available appropriate and effective cleaning and disinfecting supplies and use in accordance with product labels, safety data sheets and manufacturer specifications. Use with required personal protective equipment for the product.</li></ul>
<p><a href="https://www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html">https://www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html</a> <a href="https://www.health.state.mn.us/diseases/coronavirus/schools/">https://www.health.state.mn.us/diseases/coronavirus/schools/</a></p>	

<b>Health and Education</b>	
<b>Health</b>	<b>Education</b>
<ul style="list-style-type: none"> <li>● Workers must self monitor for signs and symptoms of illness and stay home or be isolated immediately if . . .               <ul style="list-style-type: none"> <li>○ Temperature is higher than normal.</li> <li>○ Exhibiting any signs of illness.</li> <li>○ A visual inspection indicates signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing, fatigue, or extreme fussiness.</li> </ul> </li> <li>● Staff members must inform the district if they are sick or are exhibiting symptoms while at home.</li> <li>● Staff members with any symptoms or close contact within 14 days of someone symptomatic or positive shall be sent home. Quarantine guidelines must be followed and permission must be granted by the district to return.</li> <li>● All staff members will promote social distancing.</li> <li>● Office area will be supplied with hygiene supplies, including a face mask, facial tissues, and alcohol-based hand rub.</li> <li>● Any COVID diagnosis must be reported to MDH or Cottonwood County Health and the district contact person.</li> <li>● All source controls (face masks, gloves, etc.) will be available to staff members and their use will be implemented as required by the Minnesota Department of Education.</li> </ul>	<ul style="list-style-type: none"> <li>● Post posters, use social media, email communication, etc. to describe symptoms of COVID-19 and health etiquette expectations.</li> <li>● Post posters throughout activities areas defining and visually displaying social distancing definition.</li> <li>● Post posters demonstrating respiratory etiquette.</li> <li>● Provide parent education about the importance of monitoring symptoms and keeping participants home if any symptoms are observed.</li> <li>● Communicate with parents to explain steps that will be taken if their child becomes ill while at the program.</li> <li>● Share masking recommendations with all staff, participants and parents.</li> <li>● Provide training to all staff and volunteers on               <ul style="list-style-type: none"> <li>○ Hand hygiene</li> <li>○ Respiratory Etiquette</li> <li>○ Avoidance of touching face</li> </ul> </li> <li>● Use existing outreach systems to provide text and email reminders to staff and families to check for symptoms of household members in the morning and evening.</li> </ul>

This plan will be communicated to all workers and all necessary training will be provided. Additional communication and training will be ongoing using email or in-person meetings if necessary. All workers will be advised not to enter the building if they are experiencing symptoms or have contracted COVID-19. Mountain Lake Public School has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. In addition, the district will take steps to protect the privacy of workers' health status and health information.

Mountain Lake Public School has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan.

This COVID-19 Preparedness Plan was communicated electronically with all staff and board members and was posted on the school website at <https://home.mountainlake.k12.mn.us/> June 30, 2020. Additional communication and training will be ongoing at workshops prior to the beginning of the school year and at staff meetings throughout the year. The plan will also be shared and discussed at the board meeting in July 2020 and future board meetings as necessary. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, staffing and labor-pools, independent contractors, vendors and outside technicians and all students, families and community members about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery, 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by anyone entering the building. All of the above will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. All staff members 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 posted in the workplace and made readily available to employees on June 30, 2020. It will be updated as necessary by Bill Strom, Superintendent.

## Resources

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) –  
[www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus –  
[www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

### Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions –  
[www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation –  
[www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

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

MDH: Health screening checklist –  
[www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers –  
[www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 –  
[www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

**Handwashing**

MDH: Handwashing video translated into multiple languages –  
[www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

**Respiratory etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

**Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

**Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC:

[www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC:

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA):

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)



**Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

**Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)