

COVID-19 Preparedness Plan Red Wing Public Schools & Goodhue County Education District

(Subject to Change)

We are committed to providing a safe and healthy environment for all. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All staff share the responsibility of implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facilities, and that requires full cooperation among Red Wing Public Schools & Goodhue County Education District staff and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our staff visitors.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Ensure our sick workers stay home and prompt identification and isolation of sick persons;
- Social distancing;
- Hygiene and Respiratory etiquette:
- Cleaning, disinfection and decontamination;
- Communications and training that will be provided to staff and communication to visitors

Screening and Procedures for individuals exhibiting signs and symptoms of COVID-19

Staff, students and visitors will be required to complete a self-assessment at home immediately before leaving for work, school or visiting any school building. If they are experiencing any symptoms of COVID-19 they will be required to remain home and should contact their healthcare professional. Staff needs to contact their supervisor and students need to contact the front office of their school. Staff and students may return to work when they meet the conditions outlined in the section *Returning to the Facility after Illness*.

Self-Assessment

Attached is the Employee, Student, and Visitor Health Screening Checklists that will need to be completed before anyone can enter any Red Wing Public Schools or Goodhue County Education District building.

Illness Assessment and Response:

Any individual showing any signs or symptoms of illness while on site will be asked to go home immediately and contact their healthcare professional.

Students:

If a student appears to be not feeling well by a teacher or staff member, they will be sent to the school's nurse's office immediately. The following steps will be taken:

1. The nurse will evaluate the student to determine if their symptoms are consistent with COVID-19.
2. If the nurse believes the student does have symptoms consistent with COVID-19, the student will be placed in an isolation room by themselves. The nurse will have visual contact with the student at all times.
3. The nurse will determine if the student has any siblings within the district and contact that school's nurse to inform them to send the siblings to their respective nurse's offices to await pick up.
4. The nurse will then contact the parent or guardian to inform them that the student and possible siblings need to be picked up as soon as possible. **Recommended time frame would be 20-30 minutes.**
5. The nurse will generate a form to give to the parent/guardian informing them of the next steps to take and the dates the students and siblings could possibly return to school.
6. The nurse, or available staff will walk the student and siblings out to parent or guardian for pick up.
7. The nurse will share their spreadsheet tracking students with possible COVID-19 symptoms with the Building COVID-19 Coordinator and District COVID-19 Coordinator.
8. If a COVID-19 test comes back positive, the District COVID-19 Coordinator will be contacted. The District COVID-19 Coordinator will work with the Building COVID-19 Coordinator, Goodhue County Public Health and MDH to help to identify close contacts.
9. The District COVID-19 Coordinator will communicate with any identified close contacts to inform them of quarantine status.
10. The District COVID-19 Coordinator will communicate information to Building COVID-19 Coordinator about quarantine status.

Staff:

If a staff member comes down with symptoms consistent with COVID-19 while in the building, the following steps will be taken:

1. The staff member will notify their supervisor immediately. The supervisor will provide them with the form on what steps to take next.
2. The staff member will go home immediately. If they have any children or people that reside within their household in the district, they should notify their schools that they will be by to pick them up.
3. The supervisor will share their spreadsheet tracking staff with possible COVID-19 symptoms with the Building COVID-19 Coordinator and District COVID-19 Coordinator.
4. If a COVID-19 test comes back positive, the District COVID-19 Coordinator will be contacted. The District COVID-19 Coordinator will work with the Building COVID-19 Coordinator, Goodhue County Public Health and MDH to help to identify close contacts.
5. The District COVID-19 Coordinator will communicate with any identified close contacts to inform them of quarantine status.
6. The District COVID-19 Coordinator will communicate information to the Building COVID-19 Coordinator and the staff's supervisor about quarantine status.

Returning to the Facility after Illness

Student:

Any student sent home from school due to possible COVID-19 symptoms may return to school under the following conditions:

1. They have had no fever for 24 hours without the use of fever reducing medication example: Ibuprofen, Tylenol
2. Any symptoms have greatly improved and no new symptoms have occurred
3. It has been **10 calendar days** since the onset of symptoms

Or

4. The student can provide a doctor's note stating their symptoms are related to another diagnosis or connected to a pre-existing condition.

Any siblings that were sent home from school with a student that had possible COVID-19 related symptoms can return to school under the following conditions:

1. They have had no fever for 24 hours without the use of fever reducing medication example: Ibuprofen, Tylenol
2. Any symptoms that may have developed have greatly improved and no new symptoms have occurred
3. It has been **14 days** since they were sent home from school

Staff:

Any staff member that left school because of possible COVID-19 symptoms may return to school under the following conditions:

1. They have had no fever for 24 hours without the use of fever reducing medication example: Ibuprofen, Tylenol
2. Any symptoms have greatly improved and no new symptoms have occurred
3. It has been **10 days** since the onset of symptoms

Or

4. The staff member can provide a doctor's note stating their symptoms are related to another diagnosis or connected to a pre-existing condition.

Any children/household member of staff that were sent home with the symptomatic staff can return to school under the following conditions:

1. They have had no fever for 24 hours without the use of fever reducing medication example: Ibuprofen, Tylenol
2. Any symptoms that may have developed have greatly improved and no new symptoms have occurred
3. It has been **14 days** since they were sent home from school

Social Distancing

Social distancing of at least six-feet will be implemented and maintained in all facilities at all times. Group sizes will be limited to the maximum number of people that a room can accommodate while maintaining 6 feet of distance between people without exceeding the maximum gathering size designated by state or local governments.

Groups over 10 (when allowed) may be assigned staggered entry times to reduce the number of participants from arriving at the same time. Visitors will be notified which door to enter and exit through. Different doors will be used for entering and exiting the building whenever possible. Signage is posted in the building to remind people to maintain social distance of 6 feet whenever possible.

Prominent areas where signs may be posted are building entrances, restrooms, classrooms, gymnasiums, cafeterias, media centers and other areas where people generally gather.

Handwashing Basics

Infection prevention measures are being implemented at our facilities. All visitors to the facility will be required to sanitize their hands prior to or immediately upon entering the facility by one of the following methods:

- Visitors may use the nearest restroom to wash hands immediately after entering.
- Visitors may use hand sanitizer when available for use upon entry or bring their own alcohol based hand sanitizer to use while in the building. Individuals are instructed to wash their hands for at least 20 seconds with soap and water or use an alcohol based hand sanitizer frequently while on site. Handwashing signs similar to these will be posted at building entrances, in restrooms and locker rooms.

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

Respiratory Etiquette

Masks

Staff and visitors are encouraged to wear a manufactured or cloth face mask when interacting with others while on site if social distancing of six-feet cannot be maintain. Building supervisors will wear masks whenever possible while in the building and interacting with the public and staff. Masks will be provided or building supervisors may use their own.

Cover your cough or sneeze

Individuals are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Cover your Cough Signs similar to these will be posted throughout the building.

https://www.cdc.gov/coronavirus/2019-ncov/downloads/cover-your-cough_poster.pdf

Cleaning

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, breakrooms, lunch rooms and meeting rooms.

High-touch areas will be cleaned and disinfected after room being used has been vacated, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. These duties will be performed by building custodial staff. Staff will be provided all necessary cleaning supplies, personal protective equipment, and will be trained in cleaning and disinfecting procedures.

Water fountains may not be available, staff and visitors should bring their own water.

Communications and Training

This Preparedness Plan will be available to the public on the Red Wing Public Schools website. This plan will be updated as necessary. Additional communication and training will be ongoing.

Employee Health Screening Checklist:

Take your temperature every day

And

Answer the following questions:

1. Do I have a cough that has recently developed?
2. Do I have shortness of breath that has recently developed?
3. Do I have 2 of the following symptoms:
 - A fever of 100.4 or higher?
 - Body chills?
 - Muscle aches?
 - Headache?
 - Sore throat?
 - Fatigue?
 - Congestion?
 - Loss of taste or smell?
 - Gastrointestinal symptoms (nausea, vomiting, diarrhea, etc)?

If you answered yes to **any** of the above questions, do not come to work. Call your supervisor and inform them that you are sick with possible COVID-19 symptoms.

Contact your health care provider to determine what your next steps should be.

Red Wing Staff, if you have any questions, contact Joni Gorman @ 651-385-4509 / jmgorman@rwps.org or Shanda Jorgensen @ 612-965-5142.

Goodhue County Education District Staff, if you have any questions, contact Sheri Johnson @ sjohnson@gced.k12.mn.us.

Student Health Screening Checklist:

Take your temperature every day

And

Answer the following questions:

1. Do I have a cough that has recently developed?
2. Do I have shortness of breath that has recently developed?
3. Do I have 2 of the following symptoms:
 - A fever of 100.4 or higher?
 - Body chills?
 - Muscle aches?
 - Headache
 - Sore throat?
 - Loss of taste or smell?
 - Gastrointestinal symptoms (nausea, vomiting, diarrhea, etc)?
 - Fatigue?
 - Congestion?

If you answered yes to **any** of the above questions, do not come to school. Call your school office and inform them that you are sick with possible COVID-19 symptoms. Parents/guardians should also keep any siblings/household members home as well and contact their respective schools.

Contact your health care provider to determine what your next steps should be.

Red Wing Students, if you have any questions, contact Joni Gorman @ 651-385-4509 / jmgorman@rwps.org or Shanda Jorgensen @ 612-965-5142.

River Bluff Education Center Students, if you have any questions, contact Sheri Johnson @ sjohnson@gced.k12.mn.us.

Parent & Visitor Health Screening Checklist:

Take your temperature every day

And

Answer the following questions:

7. Do I have a cough that has recently developed?
8. Do I have shortness of breath that has recently developed?
9. Do I have 2 of the following symptoms:
 - A fever of 100.4 or higher?
 - Body chills?
 - Muscle aches?
 - Headache
 - Fatigue?
 - Congestion?
 - Sore throat?
 - Loss of taste or smell?
 - Gastrointestinal symptoms (nausea, vomiting, diarrhea, etc)?

If you answered yes to **any** of the above questions, do not come to any school building. Contact the person you were there to meet to inform them that you will not be coming.

Contact your health care provider to determine what your next steps should be.