

West Central Education District COVID Preparedness Plan Summer 2021 (through June 30, 2021)

West Central Education District (WCED) is committed to providing a safe and healthy workplace for all our staff, students and visitors. To ensure we have a safe and healthy workplace, WCED has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff 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 and administration. 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 WCED Executive Director, who maintains the overall authority and responsibility for the plan. However, administration and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. WCEDs admin team has our full support in enforcing the provisions of this plan.

Our staff are our most important assets. WCED is serious about safety and health and protecting our staff. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by sharing the Preparedness Plan as a draft prior to final posting to respond to questions or clarifications.

WCED's COVID-19 Preparedness Plan follows the [COVID-19 Universal Guidance for All Businesses and Entities \(PDF\)](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) (staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf) developed by the state of Minnesota, available at the [Stay Safe Minnesota website \(https://staysafe.mn.gov\)](https://staysafe.mn.gov), 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. The following requirements must be addressed, but each business is encouraged to consider additional recommendations and adopt additional requirements that appropriately address COVID-19 mitigation strategies the business deems necessary.

- **Health screening, isolation, and quarantine**
- **Hand hygiene practices**
- **Cleaning and disinfecting**
- **Indoor facilities, utilities, and ventilation**

Health screening, isolation, and quarantine

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff, student, and other visitors' health status prior to entering the building and for staff to report when they are sick or experiencing symptoms. WCED has also developed a plan to advise staff, students and other visitors to leave the facility if their responses to health screening indicate they have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact.

Screening Expectations:

Staff and students are expected to self screen prior to coming to school (including taking temperature). Staff will check in with each student as they arrive and take temps if needed.

Anyone with COVID-19 symptoms or in direct contact with someone experiencing symptoms of COVID-19 or testing positive to COVID-19 needs to contact the school administrator/office manager prior to coming to school or work. The school nurse will be available to consult with.

Isolation Rooms

When students/staff are on campus and showing signs of COVID-19, the individual will be monitored in a designated isolation room until they are able to be picked up by a guardian. Beacon will isolate within the Beacon Program and ALC will access Room 1.

Communicating Confirmed COVID-19 Cases

WCED requests parents/guardians and staff to self-report if they or their student have COVID-19 symptoms, a positive test, or have been in close contact with someone that has COVID-19. Cases confirmed on campus will be communicated with staff and families via Remind. CDC revised Close Contact guidelines to include being within about 6 ft for 15 cumulative minutes throughout the day. Individuals who have not been vaccinated and have been in close contact with someone who has tested positive need to quarantine. Individuals who have been vaccinated do not need to quarantine.

Individual Supplies and Equipment

To minimize community materials, teachers will provide specific supplies needed by students. Chromebooks are issued from the home district or WCED. Devices must remain in school issued case. All devices are monitored for appropriate school use. Violations may result in confiscation of devices and alternative learning materials will be provided.

Visitors

To reduce mitigating factors, visitors are not allowed without permission.

Face/Mask Coverings

Face/Mask coverings are not required when outdoors or indoors, but continue to be a successful mitigation strategy and can be worn based on personal preference.

Transportation

Districts will provide transportation based on the WCED program calendar. Students experiencing "illness" during the school day will need alternative transportation home.

Meal Expectation/Drinking Fountains

When students are attending on site, assigned spaces will be set to optimize physical distancing and minimizing changes in groups of people. Drinking Fountains are turned off, bottle fillers will remain open. Please send refillable bottles to help stay hydrated.

Training and Expectations Staff:

- WCED 2021 Summer Plan
- Currently known facts about COVID-19

- Overview of Custodial Cleaning
- Staff member cleaning responsibilities
- Self screening requirements
- Identifying symptomatic students
- Face coverings options
- Protocols for sending/receiving items from homes
- Cross-Training and Absence Planning

Parent/Guardian:

- WCED 2021 Summer Plan
- Transferring items between home and school
- Scheduling changes (including internet and food)
- Face coverings options
- How to Screen/What to Screen For
- Use of Technology
- Maximizing physical distancing (up to 6 feet when possible)
- Promoting healthy habits (hand washing)
- Limit sharing of items; assigned seating
- Cleaning spaces between use

WCED has implemented measures to ensure that sick or COVID-19 positive staff isolate until they are no longer infectious, according to applicable MDH guidance. Visit [If You Are Sick: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/sick.html\)](http://www.health.state.mn.us/diseases/coronavirus/sick.html). WCED has also implemented a policy consistent with MDH guidance for identifying and communicating with staff who may have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. See [Close Contacts and Tracing: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/close.html\)](http://www.health.state.mn.us/diseases/coronavirus/close.html) and [Quarantine Guidance for COVID-19 \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/quarguide.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf).

WCED follows the guidance from MDH for isolation and quarantine. Resources are contacted if needed for clarification including school nurse and MDH.

Hand hygiene practices

WCED has implemented a policy to provide instruction, signage, facilities, and supplies to encourage regular hand washing and increased hand sanitizing. Hand sanitizer is made available upon entering classrooms. Staff will encourage

students/staff to use hand sanitizer leaving and entering spaces. This policy is consistent with [MDH: Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](http://www.health.state.mn.us/people/handhygiene/index.html).

Cleaning and disinfecting

WCED has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment, and high traffic areas. WCED will continue to perform other routine environmental cleaning according to established schedules and procedures. Appropriate and effective cleaning and disinfecting 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. This policy is consistent with [CDC: Cleaning Your Facility \(www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html\)](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html) and the U.S. Environmental Protection Agency's (EPA) List N for products that meet EPA's criteria for use against SARS-CoV-2. See [EPA's List N: Disinfectants for Use Against SARS-CoV-2 \(www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19\)](http://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19).

Cleaning and Disinfecting

- *Increased classroom cleaning and disinfecting throughout the school day by program staff and custodial staff. Enhanced bathroom cleaning.*
- *Additional cleaning in the case of a known or suspected COVID-19 cases*
- *Increased opportunities for students and staff to wash hands throughout the school day.*
- *Hand sanitizer dispensers; to be used as entering rooms*
- *Toys/items will be cleaned between use*

Indoor facilities, utilities, and ventilation

WCED has evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout indoor spaces. Steps will be taken to increase the intake percentage of outside air to increase dilution of contaminants, and minimize recirculation, whenever possible, while maintaining indoor air conditions. In the absence of effective mechanical ventilation, steps will be taken to increase natural ventilation as much as possible, including opening windows when possible and safe. This plan is consistent with applicable Stay Safe Industry guidance, and WCED has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan.

We continue to follow practices and schedules of changing filters as recommended by our HVAC consultant, JCI under the umbrella of Melrose Area Public Schools who owns the building.

Birth to 3 Programming/Home Visits

Early Intervention staff will work with families regarding the method of service delivery. Staff are allowed to return to homes for service delivery. Staff and families will inform each other if anyone is having symptoms. The home visit will not occur in person if anyone has symptoms. The method of service delivery could then be completed virtually if possible with symptoms.

All hand washing and item cleaning strategies will continue for any home visits. Masks will be worn by staff when working in the homes as a precautionary measure at this time. Parents are encouraged to wear masks but it is not required within their home. Visits should occur outside whenever possible.

Certified by:

Laurie Fevig
June 7, 2021
Executive Director