

Freshwater Education District COVID-19 Safety Plan

As of August 6th, 2020
New/Updated Info in Green

- I. Face Covering Requirements; Governor's Executive Order effective 7.25.2020**
 - A. When to wear face covering:**
 - 1. Entering any FED Building
 - 2. In hallways, communal areas ("work" area, break room, cafeteria, activity center
 - 3. Itinerant Staff; please follow the guidelines of the school you're in (shouldn't be much less than FED's but be sure you know and follow the guidelines). IF a district guidelines are less than FED's, please follow FED's guidelines.
 - 4. Face Shields may be used when in small groups or lecture style
 - 5. Its requested that staff supply their own face coverings/face shield.
 - 6. A face covering is required for all staff when in the classroom.

- II. Cleaning and Disinfecting Guidance for Schools;**
 - A. School Facilities:**
 - 1. Wear disposable gloves when cleaning and disinfecting.
 - 2. Clean high touch surfaces with the supplied cleaning product
 - 3. Classrooms desks/tables/chairs will be cleaned by classroom instructor and/or paraprofessional 3 times during the school day; Midmorning, noon and at the end of the day.
 - B. Other High Touch surfaces to be cleaned/disinfected;**
 - 1. Doorknobs, light switches, countertops, handles, phones, keyboards

- III. Working on Site;**
 - A. *Effective August 24th, 2020*, all FED Employees are required to work at their assigned site and regular scheduled hours.
 - B. If an employee has a need for a reasonable accommodation due to health condition, please speak to Administration (*Eric and/or Lori*) **by Friday, August 14th.**
 - C. If an employee has a need to request a leave from employment under the Families First Coronavirus Response Act. Please speak to Administration (*Eric and/or Lori*) **by Friday, August 14th.**

IV. Stay Home When You Are Sick;

- A. All employees should stay home if they are sick until no fever for 24 hours and other symptoms have improved. *Temperature and symptoms should be measured without the use of fever-reducing medicines.*

V. Personal Traveling; Per MN Department of Health

A. Considerations before traveling

1. If you are thinking about traveling away from your local community, it is important to take steps to protect yourself and your family. COVID19 has been reported in all 50 states, and traveling can put people at greater risk of getting sick.
2. Before you travel, think about:
 - a. How much COVID19 is spreading where you are going and how much it is spreading in your local community.
 - b. Whether you or someone you are traveling with could get very sick from COVID19
 - c. How easy or difficult it will be to keep 6 feet between people.
 - d. Whether you would be able to miss work, school, or other activities if you get sick.
3. For more tips and things to consider when traveling, see CDC: Considerations for Travelers – Coronavirus in the U.S.

B. Traveling In/Out of Minnesota;

1. Minnesota does not require travelers to stay home/away from others (quarantine) for 14 days after coming here from another state. However, it is important that you watch for symptoms, get tested if you do have symptoms, and stay home if you become sick. You should also continue to wear a mask, stay 6 feet from people, and wash your hands often.
2. Visit CDC: Travel for more information about traveling during the COVID19 pandemic.

VI. Screening for Employees Safety; Daily upon entering a Freshwater Building

HIPPA – Information:

- A. Freshwater Staff will enter building at each site main entrance: *Staff will be expected to wear a mask when entering the building, to protect the screener and the employee being screened. (Mask may be homemade/cloth).*
- 1.Admin/Itinerants Staff – Enter at Door #1
 - 2.Level IV Academies Staff – Enter at Door # 4 or Door # 9 and proceed to receptionist office
 - 3.Long Prairie ALC – Enter at main entrance of ALC Door
 - 4.Staples ALC – Enter at main entrance of ALC
 - 5.Wadena ALC – Enter at main entrance of ALC
 - 6.Receptionists area will have protective barriers
- B. Employee’s temperature will be taken and recorded.

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- C. Employees will answer health related questions which will be recorded.
- D. A separate record for each staff person of questions B & C above will be kept in a 3-ring binder at the assigned site.
- E. Any employee with a temperature of 100.4 or higher AND/OR answering yes to one of the health related questions will be required to work from home or use appropriate leave time.
- F. Employee will contact their Supervisor if ill and input into Time Clock Plus.

VII. Personal Health Measures

- G. Staff will use hand sanitizer upon arrival and upon leaving building. Sanitizer will be provided at Main Door *entrances*.
- H. Social Distancing is being implemented;
 - 1. Only one (1) person will be in offices and cubicles.
 - 2. Larger rooms will have staff at least 6ft apart and sanitizing/cleaning of hard surfaces following the conclusion of any meeting.
 - 3. Signs are visible reminders of social distancing.
 - 4. Staff will remind each other of this practice.
- I. Handwashing;
 - 1. Upon food delivery – prior and after
 - 2. Daily disinfecting interior of meal delivery vehicles
 - 3. Upon receipt of materials
 - 4. Encouraged throughout the day
 - 5. Signs are visible reminders of handwashing
- J. Respiratory Etiquette
 - 1. Covering cough & sneezing being instructed
 - 2. Signs are visible reminders

VIII. Housekeeping/Cleaning Specifications for all Sites:

- K. General Areas;
 - 1. Entry, Reception, Hallways, Copier/Mail Areas and Conf. Rooms:
 - 2. Daily tasks of: empty wastebaskets and replace liners; vacuum carpeted areas; sweep/mop entryway floors;
- L. Kitchen/Breakroom Areas;
 - 1. Daily tasks of: empty wastebaskets and replace liners; sanitize exposed areas of table, countertops, sink all fixtures and towel dispenser; sanitize handles of all kitchen appliances; frig, microwave, coffeemaker and etc...

2. Weekly tasks of: sweep/mop/sanitize floors;
 - a. Restrooms;
 1. Daily tasks of: empty wastebaskets and replace liners; clean and sanitize toilets, faucets, countertops, mirrors, grab bars and door handles, soap dispenser/hand dryers, sweep/mop /sanitize floors.
 2. Weekly tasks of; clean and sanitize bathroom stall walls; doors and door frames
 - b. Classrooms;
 1. Daily tasks of: empty wastebaskets and replace liners; clean tabletops; clean and sanitize sinks and faucets; vacuum all carpeted areas
 2. Weekly tasks of: sweep/mop/sanitize floors.

IX. Communications:

Trainings and reminders of these practices will be put out to staff in FED's COVID19 Alerts.