

To: All Employees

FROM: Freshwater Ed District Administration; *Eric and Lori*

DATE: 7/24/2020 - #12

RE: Coronavirus 2019 and Your Role as a Staff Member:

**UPDATES 7/9/2020**

**Freshwater Education District – STAFF Wearing Masks Requirements** (Based on StaySafeMN (Governor’s Executive Order) and CDC Guidelines.

**Wear a mask when:**

- Entering any FED building
- When 6 feet social distancing CANNOT be met
- In hallways
- In communal areas (“work” area, break room, cafeteria (don’t need it on when eating), activity center
- For Itinerant Staff; please follow the guidelines of the school you’re in. (Shouldn’t be much different 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.
- Face Shields may be used when in small groups or lecture style
- Staff are responsible for purchasing their own masks

***\*Please continue to bring your questions and concerns to Administration\****

This communication provides **updated information** regarding Freshwater Education District’s response to COVID-19. We acknowledge that our staff have questions and concerns.

Thank you for continuing to do your part to help control the spread of COVID-19 and assist with community mitigation efforts and social distancing. The COVID-19 situation continues to evolve, and we are monitoring things very closely.

## Previous Updates

### UPDATES 7/9/2020

**Freshwater Administration** continues to work on the Safety Plan for employees to return to work in the fall. Once FED receives additional guidance from MDE, Freshwater Administration will be asking staff to join them in the planning process. When the Safety Plan is completed, FED will share with all staff. Our goal is to keep our staff and our communities healthy and safe.

PLEASE TAKE NOTE: **Reminder of Health Screening when entering Freshwater Education Districts Sites:**  
*Staff is required to wear a mask when entering FED Sites for the screening process.*

#### **Freshwater Health & Safety Procedures:** (Requirement/Order by Gov. Walz)

- Effective Monday, May 4, 2020; FED will begin a phase in of a screening protocol for all staff entering our FED Buildings; *Staff will be expected to wear a mask to enter the building and be screened. As described in the COVID-19 Safety Plan you will have your temperature taken and will answer a couple of public health questions. 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. See COVID-19 Safety Plan ([https://www.fed.k12.mn.us/cms/lib/MN02205206/Centricity/Domain/8/C-19%20Safety%20Plan\\_%20May%201-20.pdf](https://www.fed.k12.mn.us/cms/lib/MN02205206/Centricity/Domain/8/C-19%20Safety%20Plan_%20May%201-20.pdf))*

### UPDATES 4/30/2020

#### **Freshwater Health & Safety Procedures:** (Requirement/Order by Gov. Walz)

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### UPDATES 4/23/2020

#### **Governor Walz's - New Order as of 4/23/2020:**

- Per Governor Walz's new order, Students will Not Return May 5<sup>th</sup>.
- Distance Learning will continue through the rest of this school year.

### UPDATES 4/09/2020

#### **Governor Walz's - 4/8/2020 Comments:**

- School Districts continue Distance Learning Until May 4<sup>th</sup>, 2020
- Stay-At-Home extended to May 4<sup>th</sup>, 2020
- Freshwater staff rotations will continue "as is" until further notice

**Families First Coronavirus Response Act (FCCRA)** Please see attached document to this email or can be found on the Freshwater Website under "COVID-19 Information".

- Paid Leave Entitlements

- Eligible Employees
- Qualifying Reasons for Leave Related to COVID-19

### UPDATES 4/01/2020

#### May 1<sup>st</sup> & May 4<sup>th</sup> – DL Days:

- Under the current Governor Order, staff will return to work on Friday, May 1<sup>st</sup> & Monday, May 4<sup>th</sup> to plan for school to resume on Tuesday, May 5<sup>th</sup>. ~~(May 1<sup>st</sup> & May 4<sup>th</sup> will be a vacation day for students. (This is the current plan, subject to change by the Governor)~~ **May 1<sup>st</sup> & May 4<sup>th</sup> are included in the Distance Learning Period.**

#### Traveling Out of State:

- With the upcoming Holiday, please keep in mind if you plan to travel out of the State of Minnesota – *Please plan to self-quarantine for 3 days.*
- FED Admin encourages all staff to use best practice during this time of “Social Distancing”; keep this in mind when making plans of the following examples; traveling to see family, family visiting from other parts of the State; or outside of the State of Minnesota.

### UPDATES 3/30/2020

- With the start of Distance Learning today, March 30<sup>th</sup>, 2020 and running through April 30<sup>th</sup>, and you really stop and think of what a feat this is, in such a short time, it may be nothing short of a miracle. Your hard work does not go unnoticed by us in administration, by the commissioner of education, and by the public. **You are doing great things!**
- Freshwater will continue to implement some staff rotations during the month of April.
- Under the current Governor Order staff will return to work on Friday, May 1<sup>st</sup> & Monday, May 4<sup>th</sup> to plan for school to resume on Tuesday, May 5<sup>th</sup>.

### UPDATES 3/26/2020

- Freshwater will now be providing distance learning from March 30<sup>th</sup> to April 30<sup>th</sup>, 2020.
- The attached documents provided information on the use of sick leave. There are different types that can be used depending on the situation and dates.

### UPDATED 3/25/2020

- Distance Learning will start Monday, March 30<sup>th</sup> thru April 30<sup>th</sup>. Schools will be required to continue to provide meals and follow the Distance Learning Plan
- Governor Walz has ordered the public to be “Stay at Home”. Educators have been deemed as essential workers.
- Change in requirements for **What if you have a Underlying Chronic Medical Condition:**
  - *Any staff member with a chronic medical condition; please speak to your supervisor will need to supply a doctor’s note to their supervisor.*

### UPDATED 3/20/2020

- Freshwater Administration has decided to implement next week a rotation of staff working in the building. **The main reason we are doing this, is to promote and follow the suggested “Social Distancing” guidelines.**
  - You will receive a rotation schedule from your Supervisor
  - The week of Monday, March 23, 2020 thru Friday, March 27, 2020, Staff are free to work additional days in the building to complete needed tasks.
  - Effective, March 30<sup>th</sup> - the full rotation will be in place.

### **UPDATED 3/18/2020**

#### **Planning to travel out of the State of MN OR out of the United States:**

- *If you are planning to travel out of the State of MN – Please plan to self-quarantine for 3 days*
- *If you plan to travel out of the country in a Level 3 Area OR on a cruise, please plan to self-quarantine for 14 days of your return.*
  - *Please communicate with your Supervisor of your plans*

#### **Following School Calendar for Non-Student Days and Holidays:**

- Freshwater will follow the 2019/2020 School Year Calendar: if there is a scheduled Teacher Workshop and/or Holiday – food or distant learning curriculum will not be delivered.

### **3/17/2020 – Information**

#### **Work Schedules:**

- *All Staff are expected to be at work;*
  - *If there is a reason you are unable to work, please speak to your supervisor*

#### **If you are age of 65 or older:**

- *Staff at higher risk of getting very sick from this illness includes Older Adults of 65 years and older; please speak to your supervisor.*

#### **What if you have a Underlying Chronic Medical Condition:**

- *Any staff member with a chronic medical condition will need to supply a doctor’s note to their supervisor.*

#### **In the next Eight (8) Days: What to do if you are sick;**

- *If you are sick with any of the following symptoms, PLEASE STAY HOME:*
  - *Fever or feeling feverish/chills*
  - *Sore Throat*
  - *Runny or Stuffy Nose*

- *Cough*
  - *Muscle or Body Aches*
  - *Headaches*
  - *Fatigue*
- 
- *Staff will be required to use leave time; please contact your supervisor if you have any further questions regarding illness.*
  
  - *Freshwater will be following all MDE/MDH Guidelines.*

**School Age Care Provided for Educators and Families of Emergency Workers:**

- *For more information, please contact Lori Murdock @ 631-3505 Ext 1042*