



COVID-19
Preparedness Plan

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Forward

Waseca Public Schools (WPS) is committed to providing a safe and healthy environment for all our students, staff and the community we serve. To ensure that, the following COVID-19 Preparedness Plan was developed to provide guidance to mitigate the potential for transmission of COVID-19 in our workplaces and communities.

Student, staff and community involvement is essential for implementing a successful COVID-19 Preparedness Plan and administration and employees are responsible for complying with all aspects of this Plan. Only through this cooperative effort can we establish and maintain the safety and health of our students, staff and the community we serve.

WPS's COVID-19 Preparedness Plan, establishes and explains the necessary policies, practices and conditions to meet the Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) and Minnesota Department of Education (MDE) guidelines for COVID-19 and federal Occupational Safety and Health Administration (OSHA) standards related to worker exposure to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- identification and isolation of sick employees;
- engineering and administrative controls for social distancing;
- heightened housekeeping, including cleaning, disinfection and decontamination

Health and Safety Guidance

Hand Sanitation

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water and use available hand sanitizer frequently throughout the day, but especially:

- a) At the beginning and end of their shift,
- b) Anytime they leave and return to the building,
- c) Anytime they enter or exit learning spaces,
- d) Prior to and after any mealtimes, and
- e) After using the restroom.

Friendly reminders have been placed in restrooms and near sinks to encourage this practice. Hand-sanitizer dispensers have been placed in all learning spaces so students and staff are able to use it upon entry and exit of the room. Additional dispensers are placed throughout the

workplace for use when soap and water are not readily available. Employees should avoid touching their eyes, nose and mouth with unwashed hands.

Dispensers, both sanitizer and soap, will be checked daily to ensure an adequate supply is available. In the event of a sanitizer shortage, handwashing will be used in place of the use of hand sanitizer.

We will be limiting visitor access when possible, however, visitors who must come into our buildings will be asked to utilize available hand sanitizer upon entry into the building. Visitors will also be required to follow other health and safety guidelines as applicable or leave the premises.

Gloves

The Centers for Disease Control (CDC) recommends that gloves need only be worn when:

- a) Cleaning and disinfecting,
- b) Caring for sick persons, or
- c) Providing first aid or other emergency treatment.

Certain employee groups (i.e. Food Service Employees, Custodians, Nurses,, etc.) may have regulations for glove usage beyond COVID-19 pandemic reasons; protocols for those employees should continue to be followed. Wearing gloves for reasons beyond those listed above does not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.

NOTE: *Gloves put staff at higher risk of exposure and are NOT recommended for general protective use for the following reasons:*

- a) *The COVID-19 virus does not harm your hand, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.*
- b) *Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.*
- c) *When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.*
- d) *Use proper techniques to take off gloves. Minnesota Public Health has a video that demonstrates how to do this.*

Face Coverings & Respiratory Etiquette

1) Face Coverings

WPS requires that all staff need to wear a face covering, per Executive Order 20-81, when in a WPS facility and/or close contact with another person, less than six feet. CDC and MDH recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, public health measure in accordance with Minnesota Governor's Executive Order

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

The Executive Order does identify situations where a face covering may temporarily be removed, such as when a worker is working alone (examples include in a closed office, a cubicle with walls above face height, or other enclosed space with no other individuals present)

It is important to note that OSHA does NOT recognize a cloth face covering as PPE, because the cloth face covering does not protect the person wearing the mask from becoming infected by others.

2) Face Shields

It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings.

Some people may choose to use a face shield when sustained close contact with other people is expected or when it is important for students to be able to see the instructors face movements. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.

3) Wearing A Face Covering:

Everyone can do their part to help us respond to this emerging public health threat by following CDC and MDH recommendations:

- a) Wear a cloth face covering in public settings to avoid spreading COVID-19 to others in case you are infected but do not have symptoms.
- b) The cloth face cover is meant to protect other people in case you are infected.
- c) The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are considered critical supplies that should be reserved for healthcare workers and other first responders, as recommended by CDC.
- d) The cloth face covering is not a substitute for social distancing.
- e) CDC continues to recommend that people try to keep about 6 feet between themselves and others.

4) Face Covering Etiquette:

- a) Remember that face coverings are not intended to keep the mask wearer from getting sick. People can carry and spread the virus without showing symptoms, and wearing a mask may help prevent the unknowing spread of germs.
- b) It is still important to maintain distance and hand washing procedures.
- c) Cloth face coverings should:
 - i) Fit snugly but comfortably against the side of the face
 - ii) Be secured with ties or ear loops
 - iii) Include multiple layers of fabric
 - iv) Allow for breathing without restriction
 - v) Be able to be laundered and machine dried without damage or change to shape
- d) When removing a face mask, be careful not to touch your eyes, nose, or mouth. Wash your hands immediately after removing the mask and placing it in the laundry.
- e) The CDC has some resources on their website for how to make your own mask.
- f) Use proper donning and doffing techniques to put on and take off your mask. [Minnesota Public Health](#) has a video that demonstrates how to do this.
- g) If you are using a reusable face covering, remember to clean it often.
- h) If you are unable to obtain a face covering for yourself, please let your supervisor know.

5) Respiratory Etiquette:

The virus is thought to spread mainly from person-to-person through respiratory droplets produced when an infected person coughs, sneezes, or talks. The following measures to contain respiratory secretions are recommended for all individuals with signs and symptoms of a respiratory infection:

1. Cover your nose and mouth with a tissue every time you cough or sneeze.
2. Throw the used tissue in a waste basket.
3. If you don't have a tissue, sneeze or cough into your sleeve.

4. After coughing or sneezing, always clean your hands with soap & water or an alcohol-based hand cleaner.
5. Avoid touching your face, in particular your mouth, nose and eyes with your hands.
6. Stay home when you are sick.
7. Do not share eating utensils, drinking glasses, towels or other personal items.

Social Distancing

Students and staff should maintain six feet of social distancing with any person at all times, if applicable. Social distancing will be implemented in the workplace through the following engineering and administrative controls. The options listed below may be available for some employee groups and positions, however, they may not be available for others. Positions whose job necessitates that the work be completed in a district building, may be required to work on-site.

- Remote work availability and computer access
- Virtual meeting rooms or onsite meetings of 10 individual or less, social distanced six feet.
- Flexible, split, and staggered shifts
- Modified work spaces and barriers
- Restructuring of classrooms spaces
- Employees should try to adhere to a one-person per vehicle/equipment when possible. If this is not possible, employees should wear a mask.

Social distancing signage will be posted for employees and visitors to ensure social distancing is easy and visible. Temporary barriers may be placed in certain areas, as applicable, to direct traffic flow or reduce congestion.

WPS will be limiting all non-essential visitors. It is also encouraged that student drop-off and pick-up occur outside the building, rather than inside. Large group gatherings will occur virtually while this plan is in effect.

Cleaning & Disinfecting

It is important to note the difference between the terms cleaning, sanitizing and disinfecting.

- 1) **Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
- 2) **Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. Generally speaking, sanitizing uses agents that destroy 99.999% of bacteria in 30 seconds.

- 3) **Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill and/or destroy germs on surfaces or objects, rather than simply reduce them. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection. Generally speaking, disinfecting is 99.9999% effective (100,000 times more effective) against bacteria and viruses than sanitizing.

Regular housekeeping practices are currently being conducted by our custodial department including routine cleaning and disinfecting of general areas in the work environment including restrooms, break rooms, lunch rooms, meeting rooms, door handles, elevator panels, railings, etc. Appropriate and effective cleaning and disinfectant 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.

Employees should frequently clean and disinfect high-touch areas, such as phones, keyboards, touch screens, etc., and where appropriate equipment, tools, and machinery should also be disinfected. Employees should avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible, and if necessary, clean and disinfect them before and after use.

Employees should wipe/disinfect their personal workspaces and electronics at least once each day. These areas can be cleaned using the provided disinfectant spray or alcohol-based wipes (as available).

Additionally, the public counter areas and other surface spaces should be regularly disinfected using the provided disinfectant spray throughout the day. The frequency will depend on the traffic and level of usage. Protocols may differ by department, but once implemented, should be followed at all times.

Employees using district vehicles and equipment are expected to wipe/disinfect door handles (inside/outside, steering wheel, seat, gear shift, radio/climate control/other knobs, glove box entry, etc.).

In the event of a positive COVID-19 exposure while in the workplace, an assessment will be conducted to determine the additional cleaning and sanitizing procedures needed to properly disinfect the potentially contaminated areas. Potentially contaminated areas will be restricted while awaiting disinfection.

Screening Protocol

The following procedures are being implemented to assess student/staff/visitor health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Staff

Staff have been informed of and required to self-monitor for signs and symptoms of COVID-19. Symptoms are currently identified as: fever or chills, cough, shortness of breath or difficulty breathing. Some people have other symptoms that include fatigue, repeated shaking with chills, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea or loss of taste or smell. Please note: additional symptoms may be identified by the MDH, CDC or other medical professionals.

The following policies and procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

1. Assess Health Status Prior to Reporting to Work:

Employees should use the Health Self Screening Checklist **EACH DAY** to assess their health status prior to reporting to work. This checklist should be completed prior to taking any fever reducing drug.

- a. Employees exhibiting any of the symptoms of COVID-19 are to stay home from work. The employee will log their absence in the Absence Management and then will contact their supervisor for further follow-up. Employees are encouraged to contact their medical provider to determine the need for testing.

2. Staff should use their fob to enter all district buildings to assist with contact tracing.

3. Leave Work Immediately if Symptoms Appear Throughout the Work Day:

Employees who have the onset of COVID-19 related symptoms throughout the work day should immediately notify their supervisor and leave the premises immediately. If the employee is not able to leave immediately, they should self-isolate in an unoccupied area of the building until they are able to do so. Employees are encouraged to contact their medical provider to determine the need for testing.

Students

Families are encouraged to self-monitor their child for signs and symptoms of COVID-19. The MDH indicates that symptoms of COVID-19 can include: fever or chills, cough, shortness of breath or difficulty breathing. Some people have other symptoms that include fatigue, repeated shaking with chills, muscle or body aches, headache, sore throat, nausea or vomiting, diarrhea or loss of taste or smell.

Students exhibiting any of the symptoms of COVID-19 are to stay home from school. Families should contact their respective school/program administrator to report the student's illness and keep WPS informed if the condition worsens. WPS encourages families to contact their medical provider to determine the need for testing.

Visitors/Contractors/Vendors

Visitors/Contractors/Vendors will be encouraged to do business with WPS via the phone or computer. For those required to visit a WPS facility the following screening questions will be asked prior to entering a WPS facility:

- 1) Have you had close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days?

Close Contact

- *A person has been within 6 feet of a COVID-19 case or suspected case for a period of time. Close contact can occur while caring for, living with, or visiting with a COVID-19 case OR*
- *A person has had direct contact with body fluids of a COVID-19 case or suspected case from being coughed on, been intimate with, etc.*

- 2) Have you had:
 - a) a new or increased cough **OR**
 - b) shortness of breath **OR**
 - c) **at least two** or more of the following symptoms?
 - i) Fever (100 degrees or higher)
 - ii) Chills
 - iii) Muscle pain
 - iv) Headache
 - v) Sore throat
 - vi) New loss of taste or smell
 - vii) Diarrhea
 - viii) Nausea or Vomiting

If YES to any of these questions you will not be allowed into a WPS facility.

Guidelines for Students and Staff Exhibiting Signs and Symptoms of COVID-19

The following guidelines may be implemented **when a student or staff becomes ill with COVID-19 symptoms**. Depending on the exact circumstances of an employee's illness, modifications may be implemented on a case by case basis.

1. If the individual **has not been tested** for COVID-19, they may be asked to stay home from school for 10 days from the onset of symptoms and may return to work once they are fever-free (without the use of fever reducing drugs) and symptom-free for 72 hours. Students and staff are encouraged to contact their medical provider to determine the need for testing.
2. If the individual **tests negative** for COVID-19, they may be asked to stay home from work until they are fever-free (without the use of fever-reducing drugs) for 72 hours and any other symptoms improve significantly.

3. If the individual **tests positive** for COVID-19, they will be asked to stay home from work and self-isolate under the guidance of the Minnesota Department of Health for at least 10 days from the onset of symptoms. The employee may return to work if it has been 10 days from the onset of symptoms, if their symptoms have subsided, and they have been fever-free (without the use of fever-reducing drugs) for 72 hours.

Guidelines for Students and Staff Who Have Potentially Been Exposed to COVID-19

The following guidelines may be implemented **when a student or staff has potentially come into contact with someone who has or could have COVID-19**. Depending on the individual's circumstance, modifications may be implemented on a case by case basis. For the purposes of this section, the Minnesota Department of Health defines "close contact" as being less than 6 feet from someone for 15 minutes or more, typically sharing living arrangements with and/or having a close relationship with.

1. If an individual has **had "close contact" with a known positive COVID-19 case** and/or has been notified by the Minnesota Department of Health to quarantine, the individual will be asked to stay home from work for at least 14 days from the last contact with the positive case. If the individual exhibits symptoms of COVID-19 within that 14 day period, the individual should continue to stay home from work and follow the guidelines listed above.
2. If the individual has **had "close contact" with a suspected positive COVID-19 case awaiting test results**, the individual may be asked to stay home from work and monitor their own health status until the results return. If the results of the "close contact" return a positive result, the individual will be asked to continue to stay home from work and follow the above guidelines. If the results of the "close contact" return a negative result and the employee is feeling well, the employee may return to work.
3. If the individual has **had "close contact" with a suspected positive COVID-19 case who is not being tested**, the individual may be asked to stay home from work and monitor their own health status for 14 days from the last contact with the suspected positive case.
4. **If the individual has had contact or "close contact" with someone who has had contact or "close contact" with a known or suspected positive COVID-19 case**, the individual may continue to report to school, but the individual must practice social distancing, good hygiene, and continue to monitor their health status often.
5. If the individual has **had contact (but not "close contact") with a known or suspected positive COVID-19 case**, the individual may continue to report to school but the individual must practice social distancing, good hygiene, and continue to monitor their health status often.

Notification Procedures

The following policies and procedures are being implemented for informing workers if they have been exposed to a person with COVID-19 at their workplace.

Following the notification of a positive COVID-19 case within the district, administration and staff will collaborate to collect information regarding the circumstances of the positive case including but not limited to: proximity and duration of contact with others, physical space and social distancing considerations, and any hygiene related concerns.

Depending on the level of exposure, employees will be contacted in the following ways:

1) Potential Exposure

If no “close contact” is suspected, employees will receive a notification by email notifying the employee of the positive test result along with the steps that have and will be taken by the district to mitigate the risk of transmission as well as steps employees can take to safeguard their own health. This notification may be district-wide, specific to a building, or specific to individuals who may have potentially been in contact or close proximity to the positive case.

2) Confirmed Exposure

If a true “close contact” exposure is suspected, employees will be notified by phone of the exposure and will be asked to stay home from work for at least 14 days from the date of “close contact” exposure. The employee will also likely be contacted by the Minnesota Department of Health for further follow up.

3) Confirmed Lab Tested COVID-19 Case

If you have tested positive for COVID-19, you will be required to self-isolate for at least 3 days with no fever and use of fever reducing medication **and at least** 10 days since symptoms first appeared **and improvement** of other symptoms. The employee will also likely be contacted by the Minnesota Department of Health for further follow up.

Re-Entry Protocol

Follow these guidelines on when to stay home and/or return to school. These guidelines are for all students and staff.

1) You are NOT sick and have NOT been in contact with someone with COVID-19.

<ul style="list-style-type: none">● You may return to school● Practice social distancing● Always practice hand sanitation when entering or exiting learning spaces.	<ul style="list-style-type: none">● Wash hands often with soap and water● Always cover your cough or sneeze
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2) You are NOT sick, but someone in your household does not feel well.

GUIDELINE FOR STAYING HOME OR RETURNING TO SCHOOL

If a household member does **NOT** have COVID-19 symptoms, such as cough, shortness of breath, or at least two of the following symptoms: fever (100 F), chills, muscle pain, headache, sore throat, diarrhea, vomiting/nausea, or loss of taste or smell, follow **# 1**.

If a household member **HAS** COVID-19 symptoms, such as cough, shortness of breath, or **at least two** of the following symptoms: fever (100 F), chills, muscle pain, headache, sore throat, diarrhea, vomiting/nausea, or loss of taste or smell, follow **# 3**.

3) You were in close contact with someone with COVID-19 (like a person in your household), but you are NOT sick.

GUIDELINES FOR STAYING AT HOME

GUIDELINES FOR RETURNING TO SCHOOL

Stay home, separate yourself from others in your household, and do not share anything (e.g., utensils, phone) for **14 days**.

- Notify your principal/supervisor.
- Stay home for **14 days**.
- If you become sick (fever (100 F), chills, muscle pain, headache, sore throat, or loss of taste or smell), continue to stay home and follow **# 5**.
- Return to school after **14 days** if you do not develop COVID-19 symptoms.

4) You are sick with COVID-19 symptoms such as: cough OR shortness of breath OR at least two of the following symptoms; fever (100 F), chills, muscle pain, headache, sore throat, diarrhea, vomiting/nausea, or loss of taste or smell, but have NOT been tested for COVID-19.

OR

5) You are sick and your health care provider told you that you have COVID-19 (based on a lab test or symptoms).

GUIDELINES FOR STAYING AT HOME

GUIDELINES FOR RETURNING TO SCHOOL

Separate yourself from others in your household, do not share anything (e.g., utensils, phone) and stay at home at

- Notify your principal.
- Return to work after **3 days** with no fever (without fever reducing

<p>least:</p> <ul style="list-style-type: none"> ● 10 days, and 3 days with no fever (without fever reducing medicine) and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer. 	<p>medicine) and 10 days, and improvement of respiratory symptoms (cough, shortness of breath) whichever is longer.</p> <ul style="list-style-type: none"> ● Use social distancing (6 feet apart).
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Policies and Procedures for Employee Leave Reasons Related to COVID-19

WPS has several policies in place that promote workers staying at home when they or a member of their family are sick. Some of these policies are regular and outlined in master agreements and personnel policies, and some are temporary in response to the COVID-19 pandemic. Please note: Employees may be required to provide medical documentation for use of paid or unpaid leave. Medical documentation requested may need to outline specific accommodations as it relates to the leave reason and restrictions of the employee.

Reason (as listed above)	Options
Ill or Showing Symptoms of COVID-19	<ul style="list-style-type: none"> ● Request the use of medical leave according to your master agreement or personnel policy. ● Request the use of leave under the Families First Coronavirus Recovery Act (See forms below). ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy. ● Request the use of unpaid FMLA. (Paid leave options should be utilized prior to taking unpaid FMLA.) (See forms below). ● Request accommodations to report to work virtually, if possible.
Close contact with individuals who have been diagnosed or are awaiting diagnosis of COVID-19.	<ul style="list-style-type: none"> ● Request the use of medical leave according to your master agreement or personnel policy. ● Request the use of leave under the Families First Coronavirus Recovery Act (See forms below). ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy. ● Request the use of unpaid FMLA. (Paid leave options should be utilized prior to

	<ul style="list-style-type: none"> taking unpaid FMLA.) (See forms below). ● Request accommodations to report to work virtually, if possible.
Living with family members who are ill or showing symptoms of COVID-19	<ul style="list-style-type: none"> ● Request the use of family medical leave according to your master agreement or personnel policy. ● Request the use of leave under the Families First Coronavirus Recovery Act (See forms below). ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy. ● Request the use of unpaid FMLA. (Paid leave options should be utilized prior to taking unpaid FMLA.) (See forms below). ● Request accommodations to report to work virtually, if possible.
High-Risk (Immuno-compromised or in a MDH designated high-risk category)	<ul style="list-style-type: none"> ● Report to work, maintain social distancing and proper hygiene and use PPE if appropriate. ● Request the use of medical leave according to your master agreement or personnel policy. ● Request the use of leave under the Families First Coronavirus Recovery Act (See forms below). ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy. ● Request the use of unpaid FMLA. (Paid leave options should be utilized prior to taking unpaid FMLA.) (See forms below). ● Request accommodations to report to work virtually, if possible.
Living with High-Risk Family Members	<ul style="list-style-type: none"> ● Report to work, maintain social distancing and proper hygiene and use PPE if appropriate. ● Request accommodations to report to work virtually, if possible.
Other Concerns	<ul style="list-style-type: none"> ● Report to work, maintain social distancing and proper hygiene and use PPE if appropriate. ● Request the use of personal leave/vacation leave according to your master agreement or personnel policy.

Data Privacy

WPS is subject to and complies with the laws and regulations associated with the privacy of medical information. To ensure compliance with these laws and regulations, administrators, supervisors, and other employees are prohibited from revealing the name or any other private information about the individual who has reported COVID-19 symptoms or who has been tested for COVID-19, regardless of the result, with anyone besides those who absolutely need to know (i.e. Human Resources). Only the individual may share information about themselves, if they so choose. Administrators, supervisors, and other employees are prohibited from sharing any private information under any circumstance, regardless of whether the information is widely known.

Communications and Training

This Preparedness Plan will be communicated via postings in the workplaces, emailed to employees and shared by supervisors to those without email. Additional communication related to any changes in the plan will be ongoing via email, and supervisor updates to employees.

Regular communication will be provided to parents/guardians and other known visitors regarding our health and safety protocols. Information posters and guidance will be placed conspicuously in buildings for reference and to serve as a reminder for all individuals on-site. Employees, students, and other visitors to the building will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

The Superintendent and the Buildings and Grounds Director will monitor how effective the plan is by requesting feedback and concerns from employees as well as personal observation. Modifications will be made as necessary.

Although building specific protocols may vary slightly between departments, all of the above guidelines should be utilized.

While these are guidelines in place for employees while at work, it is also important that employees continue to follow recommended guidelines and continued enhanced sanitary practices while away from work as well, for the safety of themselves and their co-workers.