



## COVID-19 Preparedness Plan for Edina Public Schools

**Edina Public Schools (EPS)** is committed to providing a safe and healthy school environment for staff and students. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All EPS staff members are responsible for implementing this plan. The district's goal is to mitigate the potential for transmission of COVID-19 in our schools. Only through a cooperative effort can EPS maintain the health and safety of staff and students.

Edina Public Schools administrators and supervisors have the District's full support in enforcing the provisions of this policy. We have collaborated with teaching staff, Buildings and Grounds Department, Health Services Department and legal team to create this plan. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette;
- building and administrative controls for social distancing;
- buildings and grounds – decontamination: cleaning and disinfection procedures;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to administrators and staff; and
- supervision necessary to ensure effective implementation of the plan.

### Screening and policies for employees exhibiting signs and symptoms of COVID-19

Staff have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. The following are protocols established for EPS employees entering all sites and programs. For background information go to:

- MN Department of Health (MDH) [COVID Info](#)
- MDH [Handwashing](https://www.health.state.mn.us/people/handhygiene/how/howto.html) <https://www.health.state.mn.us/people/handhygiene/how/howto.html>
- Centers for Disease Control (CDC) [COVID Home](#)
- [CDC Steps What to do when you are sick](#) to be updated by CDC

### Protocols for BEFORE work:

1. Take your temperature at home each day. If you have a temperature that is 100.4° or above, stay home.
2. If you are short of breath, have a cough or are not feeling well, stay home.
3. If you have two of these symptoms stay home:
  - Fever
  - Headache
  - Chills
  - Repeated shaking with chills
  - Sore Throat
  - Muscle Pain
  - New loss of taste or smell
4. Consider calling all your primary care provider to report your symptoms.

5. Notify your supervisor that you will be staying home.
6. If you are considered in a *high-risk* category, check with your health care provider before returning to work. The CDC notes the following risk [factors](#) including:
  - people over 65 years of age,
  - those with blood disorders,
  - chronic kidney disease,
  - chronic liver disease,
  - a compromised immune system,
  - late term or recent pregnancy,
  - endocrine disorders,
  - metabolic disorders (Diabetes),
  - heart disease,
  - lung disease,
  - neurological conditions (Epilepsy, Seizures)

#### **Protocols for ARRIVAL at work:**

- Complete the [STAFF SCREENING FORM](#) EACH DAY BEFORE entering a school site.
- Wash your hands with soap and water at the closest sink using warm water.
- It is highly recommended that you wear a face mask.

#### **Protocols WHILE at work:**

- EPS recommends that you wear a mask while at school or site.
- Keep a social distance of 6 feet from others, avoid close contact with others for a prolonged period of time.
- Keep your hands away from your face.
- Cover any cough.
- Wash your hands well and often.
- If you do not feel well during the workday and begin having symptoms of illness such as fever, headache, chills, or breathing symptoms, talk with your supervisor and go directly home.
- Clean surfaces and items with approved EPS products from site custodian.

#### **Notification of a confirmed COVID diagnosis:**

- In the case of a confirmed COVID19 diagnosis in EPS, work site administrators will follow reporting and communication guidelines set by MDH and Hennepin County Epidemiology. [Additional guidance can be found on the EPS website](#). The privacy of workers' health status and health information will be protected and confidential.

#### **Handwashing**

Basic infection prevention measures are being implemented in all EPS sites. Staff are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their day, prior to any mealtimes and after using the toilet. All visitors to EPS will be required to wash their hands upon arrival to school property. Sites will use either hand-sanitizer with >60% alcohol or soap and water for handwashing. Hand-sanitizer is not used on visibly soiled hands. Buildings and Grounds maintain EPS-approved cleaning supplies in the bathrooms and in other central locations.

#### **Respiratory etiquette: Cover your cough and sneeze**

Staff and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all staff and visitors. Numerous emails have been sent to staff as well as posting signs as reminders. It has been recommended that staff wear masks while at their work site.

### **Social distancing**

Social distancing is being implemented in the workplace through the following administrative controls: Edina Public Schools is conducting distance learning and all staff are asked to work from home. Staff are prohibited from gathering in groups and confined areas (such as elevators), and from using other workers' personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal work tools and equipment. When in district buildings, staff should maintain a distance of no less than six feet from one another. Group may include only 10 individuals or less. Visitors are prohibited from entering the buildings unless they have prior approval from a building administrator.

### **Decontamination**

Regular decontamination practices are being implemented, including routine cleaning and disinfecting of work surfaces, and areas in the classroom. Additional cleaning practices are happening in restrooms, break rooms, cafeteria's, offices and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Buildings and grounds have developed a cleaning schedule in an attempt to keep our spaces clean. In addition, they have provided additional cleaning materials that can be used by staff to ensure their personal areas are clean.

### **Communication**

This Preparedness Plan was communicated via email to all staff May 15, 2020. As COVID19 information is updated by MDH and CDC, EPS will notify staff and update this plan as necessary. Administrators and supervisors are to monitor how effective the program has been implemented in their buildings or programs and communicate issues to EPS leadership. This Preparedness Plan has been certified by EPS management and has been posted in district buildings.

Certified by:

A handwritten signature in black ink, appearing to read "Joel W. Schultz". The signature is fluid and cursive, with a large, sweeping initial "J".

**Superintendent**

May 15, 2020