

COVID-19 Preparedness Plan for Stillwater Community Education

Stillwater Community Education is committed to providing a safe and healthy workplace for all our workers, students and customers. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Workers are all 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 workers, students and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our facilities.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Stillwater Community Education supervisors and coordinators have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.



Our workers are our most important assets. We are serious about safety and health and keeping our workers working at Stillwater Community Education. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by developing protocols with representation from various employee groups and asking for feedback regarding evolving practices. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.
8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.



1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers 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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.



- Workers are required to complete a self-screening before arriving at work.
- Workers who have symptoms should notify their supervisor and stay home.
- Workers must be healthy and symptom free for the last 10 days and have a temperature under 100 degrees fahrenheit.
- Workers who have been in close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days should not come to work.
- Workers who become ill while at work should report to their supervisor immediately and should be relieved of their work assignment immediately so that they may go home.
- If a worker is diagnosed or presumed positive for COVID-19, they should contact their supervisor immediately.

Stillwater Community Education has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household.

All legally required leaves and leaves available through the negotiated agreements will be available, communicated, and honored. Human Resources staff is available to support staff with questions regarding absences and leaves.

Stillwater Community Education has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

If Stillwater Community Education receive confirmation that an employee or individual involved in one of our programs is diagnosed or presumed positive with COVID-19, the supervisor will complete the following actions:

- Contact Paula McDonald, Health Services Supervisor and Annette Sallman, Director of Community Education
- The coordinator or supervisor of the program must ensure that all individuals who were exposed to this individual are informed that they will be unable to return to activities for up to 14 calendar days from the date symptoms were first reported.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. When communicating with employees or individuals regarding potential exposure to COVID-19, the information shared will be limited to the date, approximate time and place of the exposure. Names and/or personal data will not be disclosed.

2. Social distancing – maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers and customers or clients in the workplace through the following engineering and administrative protocols:

Social distancing will be achieved through a variety of means and is described for each program. Signage will be included in all buildings. The following is addressed in the program Preparedness Plans:

- Group size and space limitations
- Visual cues and protocols for distancing participants and staff
- Drop off and pick up protocols
- Measures to eliminate congestion and inter-mixing of groups

All workers will be trained in social distancing requirements prior to the start of any class. Each class will be monitored for compliance.

For specific details for any community education program, please contact our office, stillwatercommed@stillwaterschools.org 651-351-8300

3. Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times.

Hygiene and source controls will be achieved through a variety of means and is described for each program. The following is addressed in the program Preparedness Plans:

- Health screening
- Cleaning and disinfecting protocols
- Masking, PPE and hand hygiene

All workers will be trained in hygiene and source control requirements prior to the start of any class. Each class will be monitored for compliance.

For specific details for any community education program, please contact our office, stillwatercommed@stillwaterschools.org 651-351-8300

4. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. Routine maintenance will ensure all systems are in working order. Where possible, increase the circulation of outdoor air as much as possible by opening windows and/or doors as long as it does not pose a safety or health risk to students.

5. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users.

Custodial Services cleaning practices will be focused on cleaning for health, which includes an emphasis on disinfecting surfaces where bacteria or viruses are most likely to be transmitted. Regular cleaning of the following will occur:

- Surfaces that have been utilized that day
- Doors and Door Knobs
- Handrails
- Drinking Fountains
- Sinks

The greatest health sensitive areas are disinfected regularly throughout the day when utilized:

- Restrooms
- Cafeterias
- Locker Rooms
- Weight Rooms
- Wrestling Rooms

When a specific health concern arises, the Custodial Services department consults with the district Health Services department to ensure that appropriate and timely measures are taken to preserve the health and safety of all students, staff, and community.

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.

Custodial staff are cleaning public touchpoints multiple times per day, while wearing gloves. Staff are using a combination of Clorox or Clorox type wipes and spray bottles of approved disinfectant or sanitizer with paper towels. These methods eliminate the likelihood of surface cross contamination. Approved disinfectants /sanitizers for custodial use include Clorox, Dalco 128, Orbio MicroMulti, and Ecolab Oasis 146 Multiquat Sanitizer, depending upon the surfaces to be cleaned (foodsafe or not) and the availability of that particular product. Our department also has an electrostatic Clorox 360 machine or "fogger" that is used to disinfect areas of particular concern, such as in a suspected case of COVID-19. Use of a respirator is required when fogging.

6. Drop-off, pick-up and delivery practices and protocols

Drop-off, pick-up and deliveries will be managed through the Custodial Services Department. Requests for inter-district drop-off, pick-up and deliveries should be directed to Greg Thueson. Every practical measure will be taken to ensure items are delivered in a timely manner and with intentions of minimizing the number of individuals in contact with the contents of the delivery.

7. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated by email to all workers at various dates dependent on the start of their assignment and necessary training was provided.

Supervisors review the Staff Protocols (Preparedness Plan) with every staff person working in their programs, including independent contractors, and require them to sign that they know, understand and agree to implement the information in the document before they can begin work. The following information is made available to workers in addition to the program appropriate MDH reopening guidance documents:

- i. [Stay Safe Minnesota](#)
- ii. [Face mask do's and don'ts](#)
- iii. [How to safely put on and take off gloves](#)
- iv. [Social Distancing](#)
- v. [Proper way to wash your hands](#)
- vi. [Cleaning hands with waterless Hand Sanitizer](#)
- vii. [Decision Tree for Symptomatic People in Schools and Child Care Programs - COVID-19 Exclusion Guide](#)
- viii. [Cleaning- MDH](#)

Coordinators and supervisors are to monitor how effective the program has been implemented by completing spot checks of programs to ensure compliance with protocols. Failure to comply is considered a performance issue and could lead to disciplinary action.

Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Stillwater Community Education management and was posted throughout the workplace. It will be updated as necessary.

For businesses that engage with customers and clients, your COVID-19 Preparedness Plan must include and describe how your business will implement components seven through 11 (below) in compliance with the State of Minnesota Industry Guidance for your business.

8. What customers and clients can do to minimize transmission of COVID-19 Before Leaving Your Home

You must screen your student for the symptoms listed below and take their temperature. Participants must stay home if they are ill. Parents need to be on the alert for signs of illness in their children and to keep them home when they are sick.

- *Participants must be healthy and symptom free for the last 10 days and have a temperature under 100 degrees fahrenheit. Symptoms include the following:*
 - *fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, loss of taste or smell, nausea, vomiting and diarrhea*
- *Participants who have been in close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days cannot attend.*
- *Participants who appear ill will be removed from the program. If the participant is a minor, the parent or guardian will be contacted.*
- *If a participant is diagnosed or presumed positive for COVID-19, please contact the Community Education Office immediately at 651-351-8300.*

Be aware that we reserve the right to conduct additional screenings at our discretion.

Arrival and Departure

Participants will be given an arrival time for class. To avoid intermingling of groups, do not arrive early. Participants will be required to leave as soon as the class/activity is over. Before a participant can join their class/activity the instructor/coach will ask a few simple questions regarding the health screening that occurred at home. Elementary students must be accompanied by an adult when dropped off. Middle school or older may arrive without an adult. If they arrive without an adult they must have the required signed document in order to participate.

Parents will not be allowed to stay during the duration of the class. Students will be brought to the same door they entered when class is over.

Participant Safety

In accordance with state health guidelines and direction from Minnesota Department of Education (MDE), Minnesota Department of Health (MDH), and the United States Center for Disease Control (CDC), the following changes will be necessary for community education programming to decrease the risk of COVID-19 exposure:

- *We will practice social distancing and align with the state safety recommendations by placing students in smaller groups and utilizing highly predictable settings.*
- *All programs will be subject to small groups of no more than 10 people.*
- *Enhanced cleaning practices will be in place in all buildings.*
- *Staff are encouraged to wear a cloth face covering.*
- *Staff and participants will be encouraged to perform frequent hand hygiene.*
- *Participants may be required to complete a health screening before proceeding to class.*
- *All participants are required to comply with social distancing expectations. Failure to do so could result in removal from the program and the premises.*

In the event of an increase in the level of community transmission, summer programming may be disrupted. If it is necessary to cancel a class or activity you will be contacted by text message and email. To avoid inconvenience, please be alert to these messages.

9. Additional protections and protocols for receiving and exchanging payment

Payment transactions are largely completed electronically in our registration portal. Participants are encouraged to pay online or can mail their payment or complete their transaction over the phone. When direct exchange of money is necessary, social distancing strategies will be implemented for staff and customers.

10. Additional protections and protocols for managing occupancy

We control the number of participants that can enroll in our programs through the limits set in our registration system.

11. Additional protections and protocols to limit face-to-face interactions

See section 9.

12. Additional protection and protocols for distancing and barriers

Certified by:
Annette Sallman
Director of Community Education
Stillwater Area Public Schools