

# COVID-19 Preparedness Plan for Community of Peace Academy

**Community of Peace Academy** is committed to providing a safe and healthy school for all our staff and students. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our schools, and that requires full cooperation among staff and administration. Only through this cooperative effort can we establish and maintain the safety and health of our staff and schools.

Due to the nature of this pandemic, the details of this plan may need to change or be revised as needed. This plan is effective as of **September 30, 2020**. It will be updated as needed.

School administrators and staff are responsible for implementing and complying with all aspects of this Preparedness Plan.

**Community of Peace Academy** administrators have our full support in enforcing the provisions of this policy.

**The school nurse, Judy Thompson**, has been named as the Program Coordinator. Any questions or concerns should be brought up to her.

Our staff and students are our most important assets. We are serious about safety and health and keeping our staff working at **Community of Peace Academy**. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staffs in this process by having an open-door policy so staffs can express concerns at any time. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- ensuring sick staff stay home and prompt identification and isolation of sick persons;
- social distancing – staff must be at least six-feet apart;
- staff hygiene and source controls;
- school building and ventilation protocol;
- school cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

## [Learning Scenarios](#)

Community of Peace Academy has established 7 Phases. The school will be utilizing the following learning scenario at this time:

**Phase 3:** Individualized hybrid model for school identified supports of particular students, Distance Learning for all other students, childcare for the school-aged children of essential workers. This scenario has been implemented due to local, regional, or statewide COVID-19 metrics to require in-person learning. Currently, some staff will be reporting to the school each day and working from school.

**This Phase 3 scenario does include childcare for school-aged children of essential workers under the age of 12.**

If the scenario changes, this plan will be updated accordingly.

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

Staff 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 staff' health status prior to entering the school and for staff to report when they are sick or experiencing symptoms.

**Community of Peace Academy** has implemented leave policies that promote staff staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. **A separate policy for leaves is available and can also be found in the employee handbook and includes a Family First Coronavirus Response Act (FFCRA) Policy.** Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented.

### Reporting

Staff and visitors who report to the school will be given a daily health screening. This will include a temperature check. Anyone reporting symptoms of COVID-19 or having exposure to someone who has tested positive to COVID-19 or is suspected to have COVID-19 should stay at home and contact his/her supervisor and program coordinator, Judy Thompson. If a staff member calls in from home and informs the school that they have a confirmed COVID-19 case or a member of their family does, that staff member will be instructed to stay home and monitor symptoms until further notice. For anyone who becomes sick at work, that staff member will be separated from other staff, and sent home immediately until further notice. Employees who have symptoms and are out are not penalized for their absence.

### Saliva Tests

As part of the Safe Learning Plan, one saliva test will be provided free of charge to all staff currently employed by Minnesota's school districts, charter schools, tribal schools, and nonpublic schools. This test is to be used in conjunction with your employment and your role of providing direct services to students or families, with the goal of keeping schools open. You are unlikely to need this test if you're teaching from home.

To request your saliva test, please refer to the previous information provided to you by Vault Health.

### Daily Staff & Childcare Screenings

- Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness should not be admitted to the school.
- Designated and trained staff will conducting temperature screenings and will be provided with the appropriate personal protective equipment (PPE) and social distancing or physical barriers may also be used to minimize exposures due to close contact to a staff member who has symptoms during screening.

### Visitors

Any visitors, including parents, will also be subject to the health screening upon entry into the building.

**Community of Peace Academy** has also implemented a policy for informing staff if they have been exposed to a person with COVID-19 at school and requiring them to quarantine for the required amount of time. Staff and parents will be informed as soon as the information is available.

- If there was a staff member with a confirmed case of COVID-19, the coordinator will work with them via the phone to trace their steps at work to help determine who they were in contact with and therefore who they potentially exposed.
- All staff who were in contact with someone who has a confirmed case of COVID-19 will be instructed to go home and self-isolate until further notice. They are also encouraged to contact medical professionals to determine the best course of action.
- All staff who were in contact with someone who is now showing signs of sickness or who is suspected of being exposed to COVID-19 will be instructed to either closely self-monitor or go home until further notice.

In addition, a policy has been implemented to protect the privacy of staff health status and health information. All health screening information and/or forms will be stored in secure files by Human Resources. Any other private information will be stored and secured in staff personal files.

#### Handling suspected or confirmed positive cases of COVID-19

- Community of Peace Academy has designated **the school nurse, Judy Thompson**, as the COVID-19 Program Coordinator, who will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases. All school staff and families will have this information available to them.
- Staff and families are to self-report to the school if they have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable laws and privacy policies, including the Family Educational Rights and Privacy Act (FERPA). Staff and families should report through **the school nurse, Judy Thompson**.
- Signage will be posted at the main entrance(s) requesting that people who have been symptomatic not enter the building.
- Community of Peace Academy will follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (see attachment below) to determine when a staff member may return to school following illness or COVID-19 testing.
  - It is not required for staff members to have documentation of a negative viral test or a letter certifying release from isolation in order to return to school, but they must follow MDH guidance regarding when to return to school.
- A dedicated space for symptomatic people who are waiting to go home will be in **the COVID isolation room**. This space will be distinguished from areas where student health services will be delivered to those who are well and need routine types of care (e.g., medication administration or first aid).
  - The designated space will accommodate social distancing of at least 6 feet for multiple people if needed.
  - The space will follow all cleaning processes for the dedicated space between uses and as needed.
- Symptomatic people will be immediately isolated in the designated space at school and sent home.
- Community of Peace Academy will ensure that symptomatic staff / student who are waiting to be picked up remain under the visual supervision of another staff member who is at least 6 feet away. Both the symptomatic staff/student and the supervising staff should wear a surgical mask. Cleaning and disinfecting procedures will follow the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs ([www.health.state.mn.us/diseases/coronavirus/schools/clean.html](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)).
- Transporting an ill staff member or childcare participant home or to medical care if needed will be facilitated by the school. Staff will be released to go home on their own. If transportation is needed, the school will reach out to family members for assistance.
- MDH will be notified of any confirmed COVID-19 cases among staff (as required by Minnesota Rules, Chapter 4605.7050). An MDH inbox has been established for school COVID case reporting: [health.schoolcc.followup@state.mn.us](mailto:health.schoolcc.followup@state.mn.us).
- Staff, families, and the public will be notified as needed if a person with COVID-19 was on the school premises while infectious and will be done in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws. Information will be distributed through the school's text messenger system followed by formal email communication.

#### Scenarios

Please note, this information may be subject to change as the CDC and MDH update their guidelines and recommendations for schools. MDH will work with the school to determine the level of risk for all scenarios.

Note: \*\*The term "close contact" is used several times in the answers below. Close contact is currently defined by the Centers for Disease Control (CDC) as someone who was within six feet of an infected person for at least 15 minutes cumulative starting from 48 hours before illness onset.

#### *Staff*

- If a staff member tests positive for COVID-19 are they required to quarantine for 2 weeks?

- No, the current Minnesota Department of Health (MDH) guidelines indicate that in this scenario the staff member would need to stay home at least 10 days since symptoms first appeared and until they have no fever for at least 24 hours without medication as well as improvement of other symptoms.
- What if someone who lives in the same house as a staff member tests positive?
  - A staff member would need to quarantine for 14 days after their last contact with someone in their household who tests positive for COVID. If the staff member cannot stay separate from the ill person, then they have to quarantine for 14 days AFTER the ill person is deemed non-contagious, which is 10 days after they started showing symptoms and 24 hours after they are fever-free and symptoms have improved.

### Social distancing

Social distancing of at least 6 feet is being implemented in the school through the following engineering and administrative controls. Staff and visitors are prohibited from gathering in groups and confined areas, including elevators, and from using other staff's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal items and equipment. Where feasible, floor markings made of non-skid materials will be placed six feet apart in areas that may see congestion, such as outside of restrooms, at communal sinks, and in offices.

### Common Spaces

Common spaces such as conference rooms, break rooms and lunchrooms will have limited usage and capacity will be limited to 50% or less. Capacity will be posted for each room as needed. When using such rooms, please respect social distancing measures and maintain at least 6 feet of space between each other.

One-way routes in hallways will be used, where possible, and the school will encourage social distancing in hallways and common areas.

### Visitors

Visitors will be required to check in each time they enter the school. Visitors will also be asked to complete the health screening as well as wash and/or sanitize their hands upon entering the school. Visitors will be required to wear any PPE that the school is requiring including face masks/covers and/or gloves.

### Hygiene and source controls

#### Handwashing

Basic infection prevention measures are being implemented at our schools at all times. 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 shift, prior to any mealtimes and after using the toilet. All visitors to the school will be required to wash their hands or use sanitizer with greater than 60% alcohol prior to or immediately upon entering the school. Soap will be provided in all bathroom and kitchen facilities in the building. Hand sanitizer with at least 60% alcohol will also be provided throughout the school as needed. Supplies will be monitored and refilled as needed. **Signage from the CDC on proper handwashing etiquette will be posted near all handwashing sinks. (see example below)**

#### Respiratory etiquette: Cover your cough or 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, their mouth, nose and eyes, with their hands. 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. **Signage from the CDC about respiratory etiquette will be posted throughout the school. (see example below)**

## Face Coverings

All staff, visitors and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected. A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering in certain situations. Face coverings should not be placed on anyone under age 2.

The State of Minnesota will provide the following supplies to all public schools:

- Every K-12 student will receive one cloth face covering.
- Every school staff member will receive one cloth face covering.
- Every school will receive three disposable face masks per student.
- Every school will receive face shields for all licensed teachers and 50% of non-licensed staff.

### *General Requirements (Per Executive Order 20-81):*

- All staff and visitors shall wear face coverings when in the building.
- Signage that is visible to all persons—including staff and visitors— will be posted at all entrances and throughout the school instructing them to wear face coverings as required by Executive Order 20-81.
- When possible, accommodations will be provided to persons, including staff and visitors who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering.
- Accommodations could include permitting use of an alternate form of face covering—a face shield, for example—or providing service options that do not require a customer to enter the business.
- Staff should not enforce face covering requirements when it is unsafe to do so.
- Staff will not restrain, assault, or physically remove staff or visitors who refuse to comply with Executive Order 20-81 when it would not otherwise be legal to do so.

### *Face coverings will be required for all staff and visitors:*

- In all indoor spaces of the businesses, including when waiting outside to enter the building prior to entry.
- When working outdoors in situations where social distancing cannot be maintained.

### *Acceptable types of Face Coverings*

- Types of face coverings can include:
  - a paper or disposable mask,
  - a cloth mask,
  - a neck gaiter,
  - a scarf,
  - a bandanna, or
  - a religious face covering.
- The face covering must cover the nose and mouth completely.
- Face coverings should have at least 2 layers of material.
- Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow droplets to be released from the mask.
- A face covering is not a substitute for social distancing but is especially important in situations when maintaining at least a 6-foot distance from other individuals who are not members of the same household is not possible.
- Face shields (a clear plastic barrier that covers the face) may not provide the same source control for droplets as face masks, but they may be an option in situations where wearing a face mask is problematic. For optimal protection, the shield should extend below the chin and to the ears, and there should be no exposed gap between the forehead and the shield's headpiece.

### *Persons exempted from the face covering requirement include:*

- Persons who have medical or other health conditions, disabilities or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering.

- Any person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance.
- Persons at their school when wearing a face covering would create a safety hazard to the person or others as determined by local, state, or federal regulators or school safety guidelines.
- Alternatives to masks such as clear face shields may be considered for those with health conditions or situations where wearing a mask is problematic. Face shields may also be used as an alternative to face coverings.

*Face covering can be temporarily removed:*

- While eating or drinking, if you can maintain 6 feet of physical distance from others who are not a member of the same party.
- When someone asks to verify an identity for lawful purposes.
- While communicating with someone who is deaf or hard of hearing, or who has a medical condition, disability, or mental health condition that makes communication with that individual while wearing a mask difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- When alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area or in a vehicle.
- In such situations, staff should still carry face coverings to be prepared to wear when no longer alone.

#### Food / Water

There shall be no use of communal food storage areas such as the refrigerator. Microwaves should be wiped down after use. Staff should bring their own food and receptacles including utensils and beverage holders and take them home each day and wash them. There will be no sharing of food items such as pizzas, buffets or group meals. This also includes use of communal coffee. Staff should eat away from others by eating at their desks, outside or in their vehicles or social distancing throughout the workspace. The staff lounges should only be used by staff for lunch who have no other good option.

Water fountains will be used only to fill water bottles and cups.

#### Students

There will be contactless pick up and/or delivery of meals and school materials for students and staff who are not in the school building.

#### School cleaning / Housekeeping

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, and areas in the work environment, including restrooms, break rooms, lunchrooms 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, printers, etc. **Commonly touched items such as these will be cleaned accordingly. See School Disinfecting Schedule below.** All staff should clean up after themselves when using common items as well as their own equipment at their desks as well as after using the restrooms.

Appropriate and effective cleaning and disinfecting 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.

#### Classrooms

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load for staff. During this time, most rugs and all other non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges. If a rug is used for younger children, there needs to be assigned spots that are spaced 6' apart. Markings will be placed on the floors and walls, indicating 6 feet for desk spacing. Classroom surfaces and objects that are frequently touched, especially toys and games will be routinely cleaned and sanitized. This may also include

cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, desks, chairs, and cubbies. During this time, toys or other items in classrooms that cannot be cleaned and sanitized will not be used.

All cleaning materials should be kept secure and out of reach of children. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

Computer Lab / Technology

When using the computer lab, any staff will be appropriately spaced and there will be no sharing of equipment. Equipment, tables, desk and chairs will be disinfected after each use.

When using the mobile technology/computer carts, students and staff will be appropriately spaced and there will be no sharing of equipment. Equipment, tables, desk and chairs will be disinfected after each use.

Library

Students should sanitize their hands on the way into, and on the way out of, the library.

Staff will maintain social distances and tables and chairs and other frequently touched items such as carts will be disinfected throughout the day.

See chart below for specific details. Note - chart does not include every possible item that may need to be cleaned and disinfected on a regular basis. (\*Note – may be edited for distance learning)

**School Disinfecting Schedule**

Location/Space	How often to disinfect	Who's Responsible	Comments
<b>Common Areas</b>			
Door handles	4 times per day	Custodians/staff	
Light switches	2 times per day	Custodians/staff	
Counters / Tabletops	2 times per day	Custodians/staff	
Hand sanitizer stations	2 times per day	Custodians/staff	
Vending machines	4 times per day	Custodians/staff	
Electronic Door Assist Buttons	4 times per day	Custodians/staff	
<b>Classrooms</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Counters / Tabletops	2 times per day	Staff	
Cabinet handles	2 times per day	Staff	
Toys/games	After each use	Staff	
Desks	Daily	Staff	
Chairs	Daily	Staff	
Sinks / Faucets	2 times per day	Staff	
Hand sanitizer stations	Daily	Staff	
<b>Office/Lounge Areas</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Microwave	After each use	Staff	

Refrigerator handles	Daily	Staff	
Desks	Daily	Staff	
Chairs	Daily	Staff	
Counters / Tabletops	2 times per day	Staff	
Cabinet handles	2 times per day	Staff	
Copy machine/printer	After each use	Staff	
Phone	After each use	Staff	
Visitor sign-in areas	After each use	Staff	Bins for clean & dirty pens
<b>Bathrooms</b>			
Door handles	4 times per day	Custodians	
Light switches	2 times per day	Custodians	
Faucets	4 times per day	Custodians	
Toilets	4 times per day	Custodians	
Stall doors	4 times per day	Custodians	
Soap dispensers	4 times per day	Custodians	
Paper towel dispensers and/or hand dryers	4 times per day	Custodians	
Mirrors	2 times per day	Custodians	
<b>Library</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Table surfaces	2 times per day	Staff	
Chairs	After each use	Staff	
Keyboards & mouse	After each use	Staff	
Carts	After each use	Staff	
<b>Computer Lab</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Keyboards & mouse	After each use	Staff	
Table/desk surfaces	After each use	Staff	
Chairs	After each use	Staff	
<b>Gym</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Equipment	After each use	Staff	Have bins for clean & dirty
<b>Playground</b>			
Grab bars	2 times per day	Staff	
Slides	2 times per day	Staff	
Swings	2 times per day	Staff	
Other equipment	After each use	Staff	Have bins for clean & dirty

#### School building and ventilation protocol

Operation of the building in which the school is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. Community of Peace Academy leases their building from an Affiliated Building Company. The building owner is responsible for maintaining the HVAC system. The maximum amount of fresh air is being brought into the school, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. MDH guidelines will be followed.



### Vehicles/Transportation

Ridesharing is prohibited. Any vehicle that may be shared shall be sanitized prior to each driver using that vehicle. All commonly touched surfaces in the vehicle must be sanitized thoroughly before and after each use. If for any reason, two or more staff must share a vehicle for work purposes, masks must be worn while in the vehicle.

### Travel

No out of state business travel will be allowed without administration approval. Any out of state travel, business or personal, by staff or contractors must be reported to administration prior to travel. Depending on the location of travel and activities involved, it may require the staff to remain at home and work remotely for 14 days before returning to the school.

### Communications and training practices and protocols

This Preparedness Plan will be communicated verbally and by providing a written copy to all staff on **October 23, 2020** and necessary training was provided. Additional communication and training will be ongoing via verbal, written and digital communication, and provided to all staff who did not receive the initial training. Administrators are to monitor how effective the program has been implemented by conducting frequent audits of the plans. Administrators and staff are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by **Community of Peace Academy** administration and will be posted throughout the school. It will be updated as necessary.

Instructions will be communicated to all staff, including staff, temporary staff, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians as well as parents, guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) practices for hygiene and respiratory etiquette; and 3) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by staff and visitors. All staff, parents, guests and visitors will also be advised not to enter the school if they are experiencing symptoms or have contracted COVID-19.

### Signage

Posters will be present within the school, including at the following locations:

- At handwashing sinks to remind building occupants of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods
- On floors and walls as reminders to maintain social distancing
- At entries notifying people that face coverings are required

Certified by:

**David Núñez**  
**Executive Director**



**ACKNOWLEDGEMENT OF RECEIPT OF COVID-19 Preparedness Plan**

I acknowledge the receipt of a copy of Community of Peace Academy’s COVID-19 Preparedness Plan. I understand that it is my responsibility to read and understand the policies and procedures set forth in the COVID-19 Preparedness Plan. I also understand that violating the policies and procedures outlined in Community of Peace Academy’s COVID-19 Preparedness Plan and/or failure to follow safe working practices will result in disciplinary action.

Staff Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Department: \_\_\_\_\_

Date: \_\_\_\_\_

## COVID-19 Staff Absence Form



Staff's name: \_\_\_\_\_ Working from home  is  is not available to this staff.

Date/s for which leave is requested: \_\_\_\_\_

Staff statement of the COVID-19 related reason for a leave request:

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**Check the box below with appropriate reason for absence:**

(Emergency Paid Sick Leave Refundable Credit)

- The staff is subject to a Federal, State, or local quarantine or isolation order related to COVID-19?

Name of the governmental entity ordering quarantine: \_\_\_\_\_

- The staff has been advised by a health care provider to self-quarantine related to COVID-19?

Name of the health care professional advising self-quarantine: \_\_\_\_\_

Doctor's note is provided:  YES (attached)  NO  OTHER (attached documentation)

- The staff is experiencing COVID-19 symptoms and is seeking a medical diagnosis?

(Request staff submits Doctor's note once available)

- The staff is caring for an individual subject to a Federal, State, or local quarantine or isolation order related to COVID-19 or self-quarantine as advised by a health care provider due to COVID-19?

Name of individual cared for: \_\_\_\_\_ Relationship to staff: \_\_\_\_\_

Name of the health care professional or governmental agency advising self-quarantine: \_\_\_\_\_

Doctor's note is provided:  YES (attached)  NO  Other Documentation (attached)

- The staff is caring for a child whose school or place of care is closed (or childcare provider is unavailable) for reasons related to COVID-19?

Name of child/ren: \_\_\_\_\_ Age/s of Child/ren: \_\_\_\_\_

Name of the school that has closed or place of care that is unavailable: \_\_\_\_\_

(Attach documentation of closure)

- The staff states that no other person will be providing care for the child during the period for which the staff is receiving family medical leave.  YES  NO
- The Staff's states they are unable to work or telework because of a **need to provide care for a child older than fourteen** during daylight hours.  YES  NO If YES, staff must provide a statement that special circumstances exist requiring the staff to provide care. (attach)

**Additional Expanded Family Leave (EFMLA) may apply if time off is requested over 2 weeks. Provide FMLA forms to the Staff.**

- Is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury?

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## COVID-19 Daily Self Checklist



Review this COVID-19 Daily Self Checklist each day before reporting to work.

If you reply **YES** to any of the questions below, **STAY HOME** and follow the steps below:

- Step 1: Call your supervisor and
- Step 2: Call or Email the school nurse, Judy Thompson.

If you start feeling sick during your shift, follow steps 1 and 2 above.

In the past 24 hours, have you experienced:

A temperature of 100.4°F or higher?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Muscle aches?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chills?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Loss of smell or taste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cough?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Shortness of Breath?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Headache?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Diarrhea, nausea, vomiting?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Daily Temperature Check:

Temperature Check: \_\_\_\_\_ °F

**If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4°F or higher, please do not go to into work. Self-isolate at home and contact your primary care physician's office for direction.**

In the past 14 days have you:

Been in close contact with been diagnosed with COVID-19?  Yes  No

Been asked to self-isolate or quarantine by a medical professional or a local public health official?  Yes  No

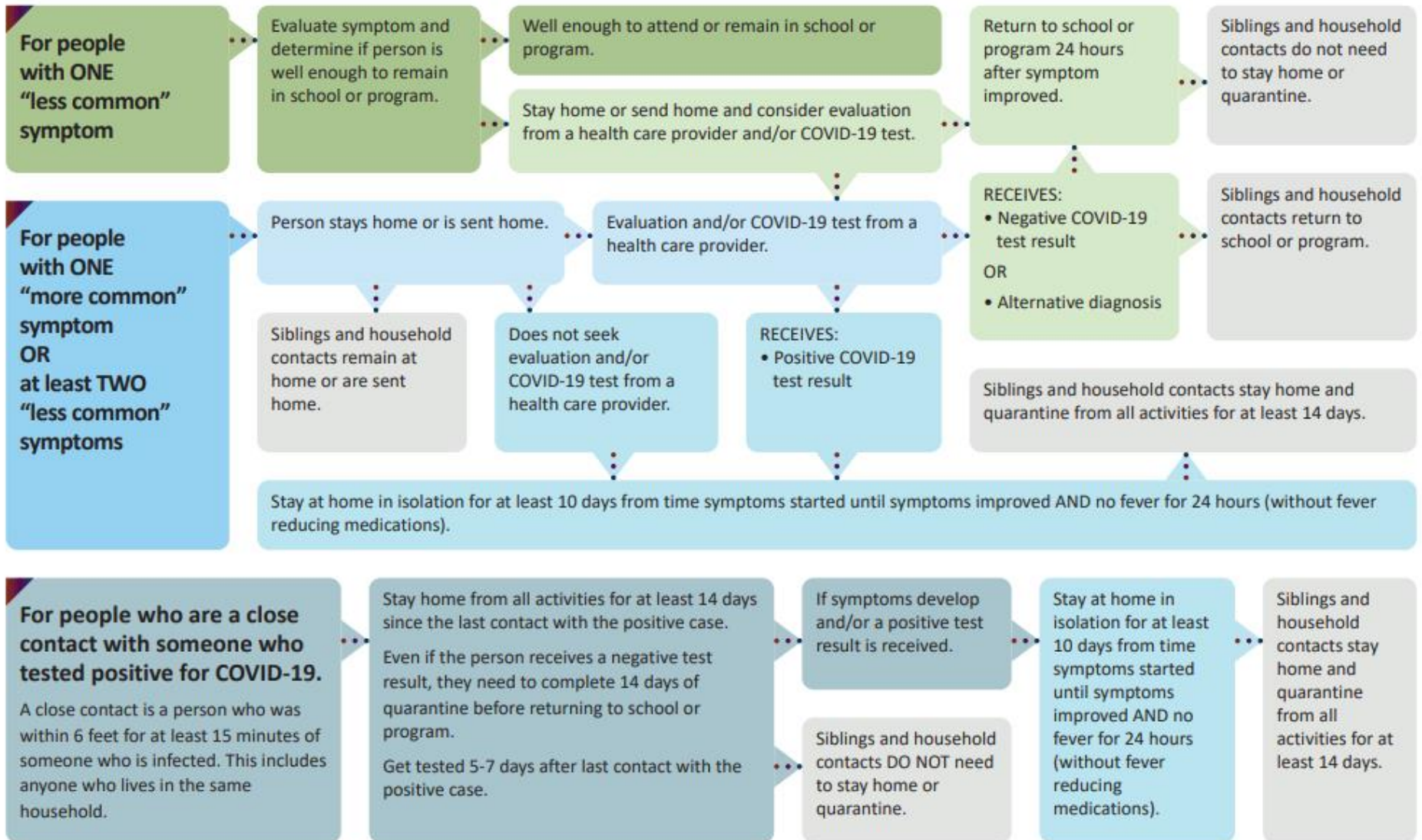
Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

School name: \_\_\_\_\_

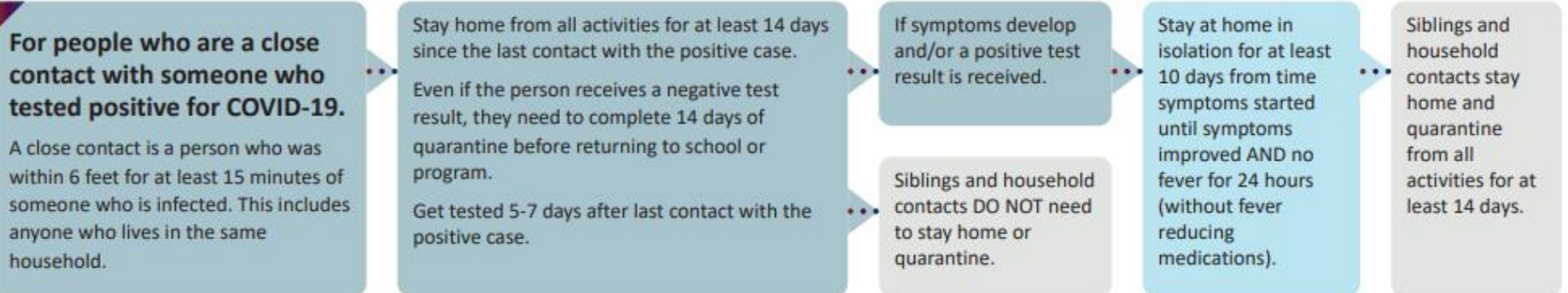
# COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

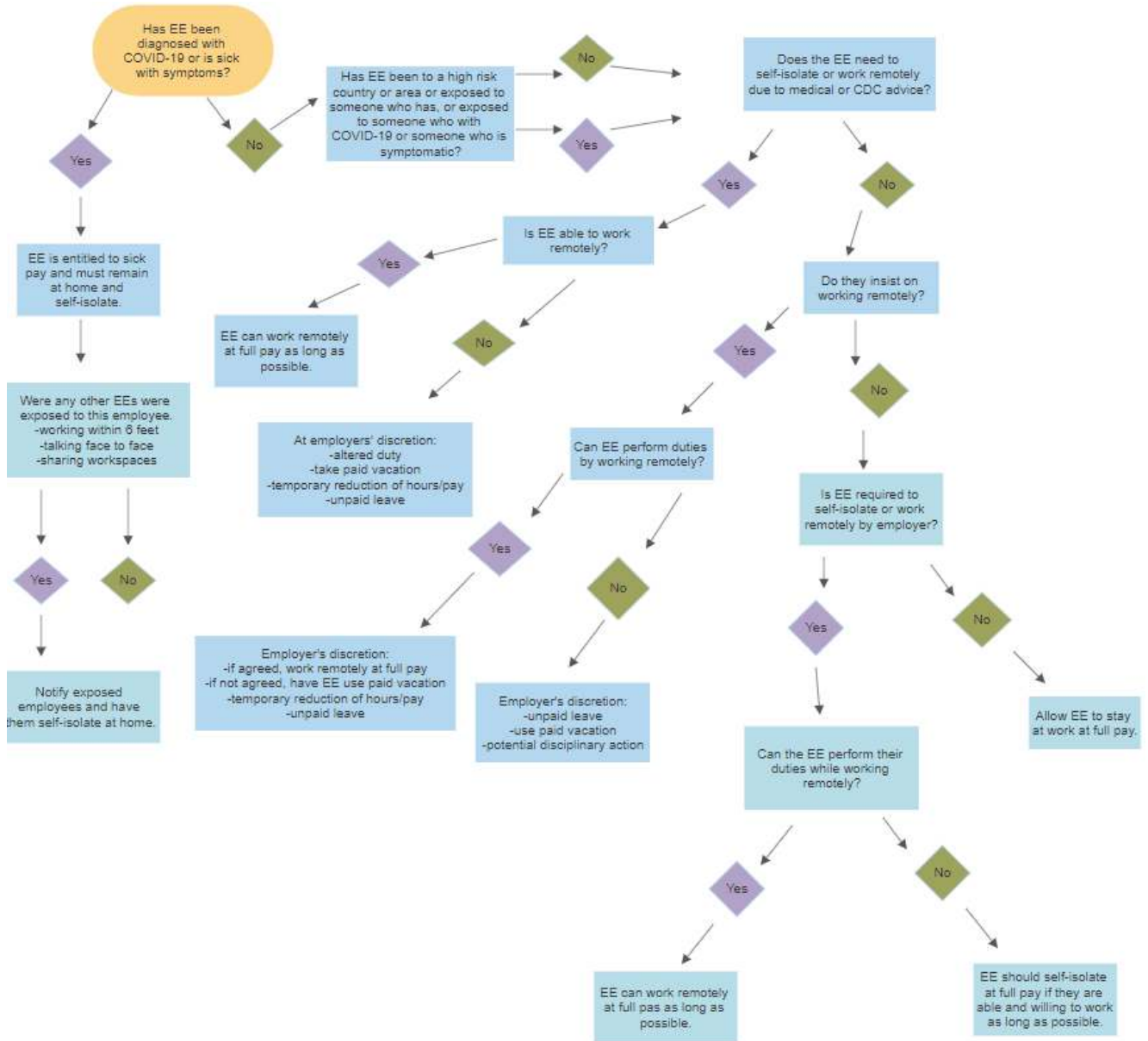
- **More common:** fever greater than or equal to 100.4° F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.
- **Less common:** sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.



Stay at home in isolation for at least 10 days from time symptoms started until symptoms improved AND no fever for 24 hours (without fever reducing medications).



## COVID-19 Flowchart – Handling Staff Exposures



EE = employee

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

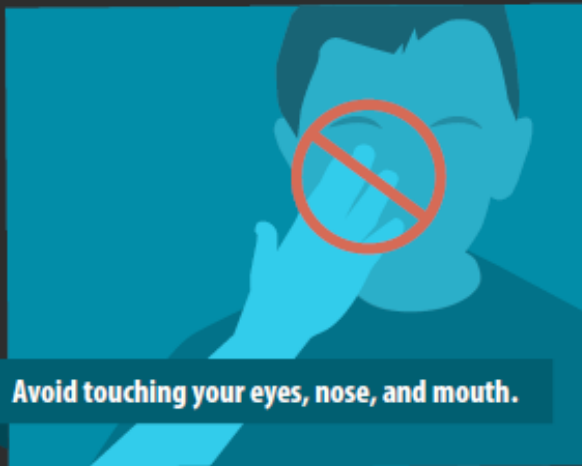
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



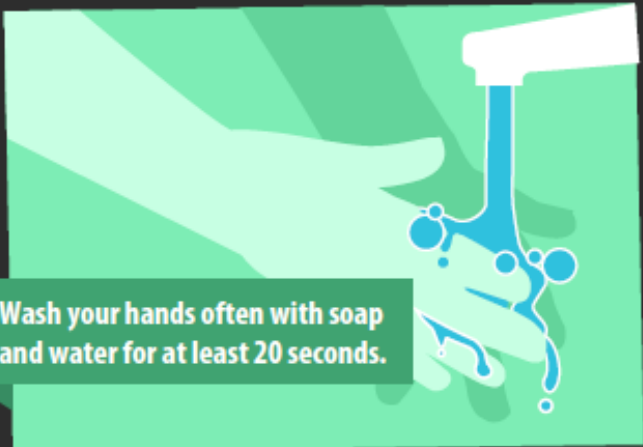
Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms\* can include

**FEVER**



**COUGH**



\*Symptoms may appear 2-14 days after exposure.

**SHORTNESS OF BREATH**



If you have been in China or in close contact with someone with confirmed COVID-19 in the past 2 weeks and develop symptoms, call your doctor.



For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)





**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

Wash your hands with soap  
and water for at least

**20 SECONDS.**

LIFE IS BETTER WITH

**CLEAN  
HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)





## Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms  
**please leave the building and contact your health care provider.**  
Then follow-up with your supervisor.

**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**



[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)

# STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length)  
from other people.



6 ft



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



# MASKS REQUIRED

IN ALL PUBLIC INDOOR SPACES

Masks are not required for those with disabilities or special health needs.

## MASK UP, MINNESOTA

STAY SAFE MN

**m** MINNESOTA

[staysafe.mn.gov](https://staysafe.mn.gov)

STAY SAFE MN



# SO OUR BUSINESS CAN STAY OPEN

USE SU CUBIERTA PARA LA CARA. PARA QUE NUESTRO  
NEGOCIO PUEDA PERMANECER ABIERTO

GAFUUR-XIR SOO XIRO SI AY MEHERADDU  
NOOGU SII FURNAATO

NPOG KOJ LUB QHOV NCAUJ QHOV NTSWG.  
PEB LUB LAG LUAM THIAJ LI QHIB TAU TWJ YWM