



## **Summer In Person Meeting Guidelines** **[June 15 through August 14]**

***If the meeting can be, it should be done remotely. If the meeting needs to be in-person, then follow the guidelines below.***

In an effort to ensure the safety and health of all who access school buildings or facilities this summer, and to adhere to the Guidelines for Social Distancing, the following precautions and practices will be followed, until further notice.

### **Guidelines**

- Allow any person to choose to participate remotely. Online options must be available for persons making the choice to participate remotely for all meetings.
- All participants must wear a mask for health safety.
- If you are experiencing any illness - stay home, do not come to an in-person meeting
- Participants must self-evaluate and complete a pre-meeting screening:
  - I do not have a temperature/fever
  - I do not have a cough
  - I do not have any of the following:
    - Headache, chills, muscle pain, sore throat, shortness of breath, loss of taste or smell
- Meeting space must maintain physical distancing of at least six feet between persons at all times, and occupancy and travel patterns must be controlled and predictable.
- Meeting space must be disinfected prior to and immediately following the meeting.
- Wash hands often.
- Sharing of items/supplies/materials/handouts at the meeting is prohibited.
- Meetings with greater than ten participants must be approved by the Superintendent or Assistant Superintendent.
- Meeting space may occupy no more than 25% of capacity. Maximum number of participants in 250 persons.
- Limit the length of meetings as much as possible - duration and proximity between persons matters.
- The best option is no food. If food is necessary, individuals must provide their own food and use disposable utensils.
- Take meeting attendance to allow contact tracing if needed in the future.
- Consider staggered arrivals and departures.

**Note**

- ❑ If someone attending a meeting is later found to have COVID-19, please direct the person to notify District Nurse Peggy Nerdaahl (952-496-5070, [pnerdahl@shakopee.k12.mn.us](mailto:pnerdahl@shakopee.k12.mn.us)), or Assistant Superintendent Dave Orlofsky (952-496-8702, [dorlofsky@shakopee.k12.mn.us](mailto:dorlofsky@shakopee.k12.mn.us))

NOTE: The school district will continue to monitor information from the Minnesota Department of Health and Minnesota Department of Education, and will continue to adhere to the guidelines provided by these two entities.

**RESOURCES:**

[Seated Entertainment and Meeting Venues](#)

[Shakopee Public Schools COVID-19 Preparedness Plan](#)

[COVID-19 Prevention Guidance for Youth, Student and Child Care Programs](#)

[Minnesota Department of Education-- COVID-19 Updates Web Page](#)