

ISD 720 Community Education COVID-19 Preparedness Plan

This document outlines protocol to be followed by Community Education (CE) staff, instructors, participants, and when applicable, participant guardians to prevent the spread of COVID-19.

This plan will address the following content areas:

- Personal Hygiene and Face Coverings
- Cleaning and Disinfection
- Social Distancing
- Know When to Stay Home
- Identification and Isolation of Sick Individuals
- Access to Buildings and Class Spaces
- Class Cancellations
- Communication

These precautions are based on recommendations from the Centers for Disease Control & Prevention (CDC) and Minnesota Department of Health (MDH). This is a working document meant to outline steps we will take to ensure the safety of all involved with in-person classes, and we will be updating this list as new information becomes available. Updates will be posted to our website: <https://www.shakopee.k12.mn.us/domain/67>

Personal Hygiene and Face Coverings

- Face coverings are required for all instructors, staff, and participants ages five and older unless they are exempt per Emergency Executive Order 20-81. In this case, we ask the participant to notify the CE office in advance.
- Participants and instructors are responsible for providing their own face coverings.
- Instructors are encouraged to wear a face shield in addition to the required face covering.
- For information on acceptable types of face coverings, how to wear them, and who is exempt,
Visit: <https://www.health.state.mn.us/diseases/coronavirus/facecover.html>
- Access to running water, liquid soap, and paper towels will be provided in each class space if possible.
- Use proper handwashing technique, including washing for 20 seconds.
- Handwashing resources from MDH:
<https://www.health.state.mn.us/people/handhygiene/index.html>
- Hands must be washed or sanitized:
 - Upon entering and exiting the class
 - After using the restroom
 - After using playground or other shared equipment
 - Before and after eating
 - Before and after touching one's face

- Before, between, and after sunscreen applications (instructors).
- Participants in adult classes are requested to bring their own alcohol-based hand sanitizer.
- For youth classes that will be held outdoors:
 - The participant or a guardian must apply sunscreen (if applicable) before arrival to the class and bring hand sanitizer.
- Always cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your arm or elbow.

Cleaning & Disinfection

- In addition to regular cleaning practices, Shakopee school district custodial staff will disinfect all activity spaces per CDC recommendations before and after a CE activity takes place. Reference to guidelines: <https://www.cdc.gov/flu/school/cleaning.htm>
- Every class space and vehicle will be equipped with disinfectant, paper towels, and gloves for the duration of the activity.
- Custodial staff will be notified immediately of suspected or confirmed cases so the space can be promptly disinfected.
- Shared equipment will be disinfected between uses and after each class.

Social Distancing

- Participants, instructors, and staff should maintain six feet from others before and after class, and during instruction whenever feasible.
- Decisions regarding maximum class size must take social distancing requirements into account. Classroom space must be large enough and contain adequate furniture to accommodate social distancing.
- For activities with larger groups, maintain pods of 15 people or less. Do not allow these pods to intermix.
- Maximum instructor to student ratio is:
 - Indoors: 1:14
 - Outdoors: 1:24
- Instructors and/or CE must set up class seating and other visible cues that demonstrate proper spacing.
- Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets.
- Classes will be held outdoors when possible.
- Participants should not share supplies or personal items such as phones, water bottles, food, etc.
- If some supplies must be shared, instructors should ensure the disinfection of the object after each use.
- In light of the current public health crisis, additional behaviors that directly or indirectly threaten the safety of others will not be permitted. If these behaviors occur, the participant will be immediately removed from the classroom.
 - Spitting

- Inability to follow social distancing rules
- Intentional actions that cause a health and/or sanitary risk to others
- Participants should bring their own labelled water bottles to class to avoid the use of public drinking fountains.
- Shared/communal food is not permitted.

Know When to Stay Home

- Prior to attending a CE activity, staff, instructors, and participants (or their guardians) must check for the following symptoms:
 - **More common symptoms** - One or more of these:
 - Fever of 100.4°F or higher
 - New onset and/or worsening cough
 - Difficulty breathing
 - New loss of taste or smell
 - **Less common symptoms** – Two or more of these:
 - Sore throat
 - Nausea
 - Vomiting
 - Diarrhea
 - Chills
 - Muscle pain
 - Excessive fatigue
 - New onset of severe headache
 - New onset of nasal congestion or runny nose
- Perform these checks each day before attending a class or activity.
- If an instructor or participant has any of these symptoms, refer to the decision tree in Appendix A to determine your recommended course of action.
- COVID-19 testing: Visit the [COVID-19 Community Resources](#) website for an updated list of free testing sites in Scott County.
- If an instructor or participant has had close contact with an infected person (within six feet for 15 minutes or more, whether or not face coverings were worn), refer to the decision tree in Appendix A to determine your recommended course of action, unless they have received a positive lab-confirmed COVID-19 test in the past 90 days and are symptom free. Living in the same household with an infected person is automatically considered close contact.
- No staff who have had symptoms or close contact with a confirmed COVID-19 case should be involved in material preparation.

Identification and Isolation of Sick Individuals

- If an Instructor or Participant Becomes Ill Onsite:
 - “Ill” is defined as having one of the “more common symptoms” or two or more of the “less common symptoms” listed above.

- Staff members and instructors who begin to experience symptoms should leave the area as soon as possible. For youth classes, they must wait at a safe distance from participants until other staff member can assume responsibility for the group.
- Instructors experiencing symptoms will follow the decision tree in Appendix A and keep CE informed on status of health condition if they are responsible for an ongoing class.
- Ill child: Isolate the child immediately. If class is taking place in a large room such as a gym or cafeteria, it is suitable to isolate the sick participant in another part of that room.
- If applicable, contact participant guardian and notify them to immediately pick up the participant. Advise them to pick up from a separate door if possible, farthest away from other class members and staff.
- If ill participant has any siblings in the class, the sibling must also go home as they are considered to have had close contact with ill participant.
- A staff member should gather student's belongings and wait with the child until the parent arrives.
- Contact custodial staff to let them know they will need to disinfect the room.
- Move all staff and participants to another location, identified by coordinating staff, so cleaning/disinfecting can be performed. It is critical to stay calm and collected for the participants.
- Refer the participant or parent/guardian to the decision tree in Appendix A for guidance on when a return to class is recommended.
- In accordance with HIPAA (Health Insurance Portability and Accountability Act), names and information of those who have been identified as positive or those who went home sick are not to be shared (staff or participant).
- Notify coordinating staff.
- Coordinating staff will notify Peggy Nerdahl or Julie Fred for guidance on next steps.

Access to Buildings & Class Spaces

- If possible, guardians are requested to stay in their vehicles when picking up and dropping off participants.
- For those with younger children who need assistance locating the classroom, guardians may escort them to the room while following all protocol outlined in this document, and then exit the building for the duration of the class.
- If many participants will need to wait in the same pickup area, it is recommended to mark an area for each person to ensure they are six feet apart.
- Volunteers will be kept to the bare minimum, and no other non-essential personnel will be permitted to enter the class space.
- Instructors will take attendance at each class and send attendance record to coordinating staff after each class.

Class Cancellations

- Program cancellations may occur if infection levels in our area become high enough that the MDH no longer recommends in-person classes.

- When possible, and with the help of our instructors, we will convert these to virtual classes.
- In anticipation of this possibility, CE encourages instructors to provide a “virtual back-up plan” when submitting course proposals.
- Classes may be cancelled abruptly if an instructor is reporting symptoms. CE will notify participants and work with them to determine the best options moving forward.
- All previously scheduled field trips and large events have been cancelled until further notice.

Communication

- CE will provide instructor training on COVID-19 protocol.
- CE will communicate protocol to participants and their families, including information about the importance of monitoring symptoms and staying home while ill.
- Instructors scheduled to teach a class are required to notify CE staff immediately in the case that they are experiencing potential COVID-19 symptoms, have tested positive, or have been in contact with a confirmed case.
- In turn, CE staff will communicate the same expectation to families, and will notify all parties if we become aware of any illness related to the class.
- In signing the Liability Waiver before participation in CE classes and activities, participants/guardians accept all risks of participation, including those associated with COVID-19.