

# COVID-19 Employee Preparedness Plan

## For use of BHM Schools

Buffalo-Hanover-Montrose Schools will be following the executive plans from the Governor's office. If a position can work from home, they must do so. Positions that cannot work from home, will be working onsite.

This plan was created for the safety and well-being of district employees using recommendations and guidance from the Minnesota Department of Education, the Minnesota Department of Health, the CDC, and other government agencies.

### 1. Infection Prevention Measures:

#### **Wash your hands/use hand sanitizer often:**

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Programs and outside organizations utilizing facilities must supply their own sanitizer when implementing this procedure.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Practice hand hygiene when entering/exiting the building and at other times:
  - After using the bathroom
  - Before and after eating
  - After touching your face mask/removal of mask
  - After removing gloves (if activity requires gloves)
  - When using common areas like (copiers, printer, refrigerator, microwave, file cabinets, shared phone, etc)

#### **Cover your mouth and nose with a cloth face covering when within 6 feet of others:**

- You could be asymptomatic but not feel sick and spread COVID-19 to others.
- Do NOT use a face covering meant for a healthcare worker.
- During times of group mingling (such as student drop off and pick-up etc.) staff must wear a face covering.
- The cloth face cover is meant to protect other people in case you are infected.
- It is the responsibility of the face covering wearer to maintain and clean the face covering daily per MDH guidelines.

#### **Gloves**

- Gloves are not currently recommended for daily activities, but if choosing to wear gloves:
  - Never go from one activity to another (including people) without changing gloves and cleaning your hands.
  - Gloves should not replace routine hand washing.
  - Never touch your face with gloves.

## 2. Prompt identification and isolation of sick persons

Employee Requirements:<sup>1</sup>

All employees are expected to DO THE FOLLOWING:

1. Stay home if sick or ill;
2. To make all reasonable efforts to respect social distancing (spaced 6 or more feet apart) while working and at all times.
3. To make all reasonable efforts to practice good hand hygiene, cover all coughs and sneezes
4. Promptly notify your supervisor of any COVID-19 related concerns.
  - If you are ill, you are required to stay home. Do Not come to work if you don't feel well, have a fever, or exhibit symptoms of COVID-19. This may include, but is not limited to, one or more of the following symptoms: fever, cough, shortness of breath or difficulty breathing, chills, headache, muscle pain, sore throat, new loss of taste or smell.<sup>2</sup>
  - You are required to promptly notify your immediate supervisor. If your condition is COVID-19 related, you will be contacted by our District Health Office Staff.

\* Any employee who intentionally and/or knowingly appears at work with the symptoms stated above, may be subject to discipline.

## 3. Engineering and administrative controls for social distancing

- Follow tape lines and distancing markings for traffic flow.
- Post signage on Entrance and Exit doors
- Post signage of personal hygiene reminders.
- Rearrange furniture, utilize tables to ensure social distancing.
- Use designated bathrooms
- Prop open interior doors during the day to minimize touching door handles.
- Adding partitions to interactive areas with staff, students and/or general public
- Staff are to adhere to social distancing guidelines in shared spaces such as break rooms. Staff are expected to clean tables, counters and appliances before and after use.
- Supervisors will determine staggered shift schedule, alternative work locations, and logistics.

<sup>1</sup> These guidelines apply to district employees or staff only. Different guidelines may be implemented for third parties, vendors, parents, or students.

<sup>2</sup> For a helpful tool in determining whether you should see a medical provider or get tested, please see <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp> The District cannot offer medical advice.

#### 4. Cleaning, sanitizing, decontamination and ventilation

- More frequent cleaning and disinfecting of all workspaces including offices, bathrooms, common areas, shared equipment, and high touch surfaces will be conducted. Examples of high touch surfaces are;
  - door knobs and handles
  - stair rails
  - classroom desks and chairs
  - lunchroom tables and chairs
  - countertops
  - handrails
  - light switches
  - handles on equipment
  - push-buttons on vending machines and elevators
  - shared toys
  - sports equipment
  - shared remote controls
  - shared telephones
  - shared desktops
  - shared computer keyboards and mice

Note: Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, consider using covers that protect the keys but enable use of the keys.

  - It is not necessary to routinely sanitize surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs and drapes can be cleaned using soap and water or a cleaner appropriate for the material.
  - In the event that employees are exposed to a confirmed case of COVID-19, the immediate physical area will be physically evaluated and left untouched for three (3) days. Subsequently, a deep clean of the area will be completed at the direction of the Director of Buildings and Grounds.
  - Work to increase air exchanges in rooms where feasible
  - Employees should provide their own water bottles, as drinking fountains will be disconnected per CDC guidelines

#### 5. Training

- Covid-19 program coordinators (or their designee) are to provide preparedness training to staff. They will maintain and make available training documents to any public safety official.
- Training documents will be provided to all Covid-19 program coordinators.

## COVID-19 LEAVE INFORMATION

### **What should I do if I am sick and/or believe I have COVID-19?**

Stay home. Notify your immediate supervisor. Contact your medical provider for further guidance.

### **When do I have to notify my immediate supervisor about a possible COVID-19 related issue?**

All staff should report to your immediate supervisor if any of the following apply.

- You have been diagnosed with COVID-19.
- You have received a self-quarantine order from a medical professional or asked to self-isolate by a federal or state agency or authority;
- You are sick with flu-like symptoms.
- You are sick with COVID-19 like symptoms.
- You have a fever or had a fever within the last 72 hours.
- You have been in close physical proximity to a person who you actually know has been diagnosed with COVID-19 by a medical professional.
- You have a person in your immediate household with whom you cohabit on a daily basis who is sick with COVID-19 symptoms is awaiting a COVID-19 test result.

### **What leave options are available if I am sick, or believe I may have COVID-19?**

If sick leave is available, employees may use sick leave. If sick leave is not available, an employee may use Personal Leave or Vacation Leave (if available per the Master Agreement) or Leave Without Pay. Employees should complete absence forms (available on staffweb) for any absence and submit electronic or paper copies to their immediate supervisor.

There may be alternative forms of leave available under federal law if the absences are related to a COVID-19 related issue.. Please contact Human Resources for more information regarding leave options related to COVID-19.

### **What should I do if I test positive for COVID-19?**

Notify your immediate supervisor and Human Resources.

### **What do I do if I have been exposed to someone who has tested positive for COVID-19?**

First, notify your healthcare provider and report their recommendation to your supervisor. You may need to self-quarantine depending on the closeness and length of time of exposure. Contact Human Resources for leave options if you are required to self quarantine.

### **What if someone in my immediate household thinks they have COVID-19 and/or is waiting for a test result?**

First, notify your healthcare provider and report their recommendation to your supervisor. You may need to self-quarantine depending on the closeness and length of time of exposure. Contact Human Resources for leave options if you are required to self quarantine.

**If I have flu-like or COVID-19 symptoms but I did not test, when can I return to work?**

First, notify your healthcare provider and report their recommendation to your supervisor. You may need to self-quarantine. Contact Human Resources for leave options if you are required to self quarantine.

**Will I be notified if someone working in my building tests positive for COVID-19?**

If there is a reasonable basis to believe the safety of employees is an issue, the District will engage the Department of Health, to help ensure staff safety while protecting the privacy of protected personnel data.

**What do I do if I have an underlying condition that puts me at greater risk to COVID-19?**

Talk with your immediate supervisor and/or Human Resources to discuss options. If alternative work arrangements are available, they will be assigned. If alternative work arrangements are not available, we will discuss what leave options are available.

Additional COVID-19 Employee Information

**Who can I go to about workplace safety concerns related to COVID-19?**

You are encouraged to discuss your concerns with your immediate supervisor. However, you may discuss your concerns with any administrator or Human Resources. The District is prohibited from retaliation in response to an employee bringing forward any concern or complaint about workplace safety in good faith.

**Who are the COVID-19 Program Coordinators?** The Superintendent and building administrators, in collaboration with Human Resources and other district level personnel, are responsible for COVID-19 issues that impact the staff in the workplace.