

COVID-19 Preparedness Plan template and instructions

Under Gov. Tim Walz's Executive Orders, businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan. This includes both critical and non-critical businesses.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the industry guidance for the business that are based on Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to safety and health in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. Plans must be communicated to workers and posted at the workplace in a manner that is accessible for workers to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health, has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement the following, in compliance with the general industry guidance or the specific industry guidance applicable to your business:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative protocols 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 protections and protocols; and
7. communications and training practices and protocols.

In addition to the above, the plan must also include protections and protocols included in specific industry guidance applicable to your business for circumstances that are typical, unique or specific to the type of business, including the situations where exposure exists for workers and/or customers. These additional protections and protocols may include, as provided in the specific industry guidance, the following:

1. additional protections and protocols for customers, clients, guests and visitors;
2. additional protections and protocols for personal protective equipment (PPE);
3. additional protections and protocol for access and assignment;
4. additional protections and protocol for sanitation and hygiene;
5. additional protections and protocols for work clothes and handwashing;
6. additional protections and protocol for distancing and barriers;
7. additional protections and protocols for managing occupancy;
8. additional protocols to limit face-to-face interaction;
9. additional protections for receiving or exchanging payment; and
10. additional protections and protocols for certain types of businesses within an industry.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business's plan should be **developed to fit the business and the risks of transmission that are present in the business's workplace(s). This template should be used with and must address the industry guidance developed by MDH and DLI. The industry guidance is available at staysafe.mn.gov/industry-guidance.**

Businesses are not required to use this template. However, all plans developed by businesses must address the components included in the state of Minnesota industry guidance developed for the type of business.

COVID-19 Preparedness Plan for Jackson County Central

Jackson County Central is committed to providing a safe and healthy workplace for all our staff, students and visitors. To ensure we have a safe and healthy workplace, Jackson County Central School District has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All school employees and those on the school grounds 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 staff. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Barry Schmidt, who maintains the overall authority and responsibility for the plan. However, administration and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Jackson County Central administration has our full support in enforcing the provisions of this plan.

Our staff are our most important assets. Jackson County Central School District is serious about safety and health and protecting the school district. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: developing a team of staff representation from the district to discuss, review and implement a plan. We continue to be open for suggestions and follow the most current up to date guidelines from the Minnesota Department of Health (MDH), Centers for Disease Control and Prevention (CDC), and Minnesota Department of Education, (MDE).

Jackson County Central School District's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- Implementation of social distancing- maintaining at least six-feet apart;
- worker hygiene and source controls;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Jackson County Central School District has reviewed and incorporated the guidance applicable to our school district provided by the state of Minnesota for the development of this plan. Other conditions and circumstances included in the guidance and addressed in the plan that are specific to our school district include:

- additional protections and protocols for students and visitors;
- additional protections and protocols for personal protective equipment (PPE);
- additional protections and protocol for access and assignment;
- additional protections and protocol for sanitation and hygiene;

- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protections and protocols for managing occupancy;
- additional protocols to limit face-to-face interaction;

Ensure sick workers stay home and prompt identification and isolation of sick persons

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 workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms. Each staff member will be screened upon arriving at their scheduled time of work. Screening will be determined following the most current guidelines provided for schools. If an individual goes from one building to another on the same day, they will complete the screening at each individual location. Screening will happen daily.

Jackson County Central School District has implemented leave policies that promote workers 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. Jackson County Central School District provides benefits for staff members that meet the requirements which will include; sick leave, family medical leave, Families First Coronavirus Response Act. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be implemented following the guidelines provided from MDH and MDE. Policies and lists of benefits are available in the district office.

Jackson County Central School District 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 a worker is exposed to COVID-19 while working staff will be using the current MDH decision tree guidance along with tracing information to properly inform all persons exposed with proper communication, follow up and quarantine recommendations.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Jackson County Central School District follows all FERPA and HIPPA guidelines.

Social distancing – Staff will be encouraged to be at least six-feet apart

We will follow the recommendations of social distancing (six feet) to the best of ability and following the most current school scenario guidelines. All staff, students and visitors will be highly encouraged to follow the guidelines in place. Jackson County Central Schools district office will have the most current MDE and MDH scenario guidelines available for review. School buildings will have proper signage available throughout all buildings and school facilities. Social distancing markings will be set for front offices.

Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day. Staff will be asked to wash their hands at the beginning of the school day, throughout the school day and at the end of the school day. Staff should wash their hands prior to mealtimes and after using the restroom. All students and visitors entering to the school building or onto school grounds are highly encouraged to wash their hands

our use Hand-sanitizer (that uses sanitizers of greater than 60% alcohol) Hand-sanitizer dispensers are located in various spots around the school building, so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. Each bathroom provides an appropriate sink and hand soap dispensers for use. Education is also provided above each sink to direct the personal on how to properly wash their hands.

Source controls are being implemented at our workplaces at all times. Jackson County Central School district will highly recommend school staff members to wear facial coverings while in the school building, along with facial shield if necessary. Protection barriers will be applied to needed areas to protect students and staff, areas include but are too limited to cafeteria, front offices, and areas deemed necessary.

Staff and students 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, particularly their mouth, nose and eyes, with their hands. Staff, students and visitors] are expected to dispose of tissues in provided trash receptacles 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 workers and other persons entering the workplace.

All staff, students and anyone entering one of the JCC school districts buildings will be required to wear a mask or face shield. If someone is not wearing a face mask or face shield they will be required to provide a doctor's note for exemption. Jackson County Central schools will provide short breaks from wearing the mask throughout the day for students where they are an assured six feet distance from another person. Staff and students will follow the Executive order 20-81 for further guidance on when the facial covering can be removed. JCC schools will continue to follow the guidance and guidelines issued by MDH And MDE.

Physical and social distancing along with the use of floor markings for directional hallways will be enforced to assure safe distance and avoidance of cross mixing of students and staff.

Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating in all school buildings, ventilation and air conditioning (HVAC) systems are implemented in the high school building only. All systems are monitored and maintained by the building and grounds personnel. The maximum amount of fresh air is being brought into the workplace, 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. Staff are encouraged to keep their windows open, if they have the availability to open and close windows in their classrooms.

Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including classrooms, offices, locker rooms, gyms, fitness center, hallways, restrooms, break rooms, lunch rooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, etc. Daily disinfection is being performed in all school facilities. If a positive COVID case is reported, we will follow the MDH, CDC, OSHA guidelines to properly clean and disinfect the area. See the building and grounds manager for a list of cleaning supplies on hand in our district.

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.

Drop-off, pick-up and delivery practices and protocol

Jackson County Central School district has locked and secure drop off areas that are maintained and monitored by all staff. Staff are allowed to enter in a locked entrance with their key fob. All visitors, and delivery personnel must enter into the building designated door and remain in the entryway. They are screened if they need to enter into the building. Jackson County Central has a contract with Palmer bus services to provide transportation with mask and social distancing guidelines. Students and staff are encouraged to walk or bike to school if they are able to provide more room on the transportation busses.

Communications and training practices and protocol

This COVID-19 Preparedness Plan will be communicated to all staff in person, via email and available on our school website prior to the 2020-2021 school year and necessary training will be provided.

Additional communication and training will be ongoing by email and staff development training. Staff will be provided updates as they are available from the MDH and MDE. Training will be provided to all workers who did not receive the initial training and prior to initial assignment or reassignment.

Instructions will be communicated to all workers, including employees, temporary workers, vendors and outside technicians. Guidelines will be communicated to students and visitors at JCC Schools, including: 1) social distancing protocols and practices; 2) drop-off, pick-up and delivery; 3) practices for hygiene and respiratory

etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by staff. All staff, students and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Administration is expected to monitor how effective the program has been implemented. All staff are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by Jackson County Central School District administration and the plan was posted throughout the workplace and made readily available to employees. It will be updated as necessary by administration and the district school nurse.

Certified by:

Barry Schmidt, JCC School Superintendent

Alyssa Anderson, JCC School District Nurse.

Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV

Minnesota Department of Health (MDH): Coronavirus – www.health.state.mn.us/diseases/coronavirus

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

Businesses

CDC: Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

CDC: General business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html

CDC: Building/business ventilation – www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: Businesses and employers: COVID-19 – www.health.state.mn.us/diseases/coronavirus/businesses.html

MDH: Health screening checklist – www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: Materials for businesses and employers – www.health.state.mn.us/diseases/coronavirus/materials

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – www.dli.mn.gov/updates

Federal OSHA – www.osha.gov

Handwashing

MDH: Handwashing video translated into multiple languages – www.youtube.com/watch?v=LdQuPGVcceg

Respiratory etiquette: Cover your cough or sneeze

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

CDC: www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

MDH: www.health.state.mn.us/diseases/coronavirus/prevention.html

Social distancing

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

MDH: www.health.state.mn.us/diseases/coronavirus/businesses.html

Housekeeping

CDC: www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

CDC: www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

CDC: www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Environmental Protection Agency (EPA): www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

Employees exhibiting signs and symptoms of COVID-19

CDC: www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

MDH: www.health.state.mn.us/diseases/coronavirus/basics.html

MDH: www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/returntowork.pdf

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

Training

CDC: www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

Federal OSHA: www.osha.gov/Publications/OSHA3990.pdf

MDH: www.health.state.mn.us/diseases/coronavirus/about.pdf