

Brooklyn Center Community Schools Safe Return to In-Person Learning Plans for SY22

Safe Return to In-Person Learning Plan

Brooklyn Center Community School District #286 developed a plan prior to the enactment of the ARP Act that met the statutory requirements of Section 2001(i)(1) and (2) of the ARP Act. This revised document is meant to address all of the new requirements in paragraph (a) and (b). The document is written in an understandable and uniform format, and to the extent practicable, in a language that can be understood.

The COVID-19 Preparedness Plan is administered by Debbie Erickson, Health Services Manager, and supported by Michael Johnson, Director of Operations, who maintains the overall authority and responsibility for the plan. However, management and employees are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. BCCS's managers and supervisors have our full support in enforcing the provisions of this plan.

BCCS is serious about safety and health and protecting its students and employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by considering the following areas:

- Factors to help employees return to work.
- Staff have open access to share concerns with district leadership to address fall planning around COVID preparedness.
- Maintaining access to current and developing COVID-19 information and/or its impact on our school district

Information collected has been used to determine expectations for staff and students to follow communicated safety protocols, availability of personal protective equipment (PPE), protocols to address a positive or suspected positive case of COVID-19 in our school (staff and/or student), ongoing education about COVID-19 and how it is spread.

BCCS'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 employees stay home and prompt identification and isolation of sick persons;
- employee hygiene and source controls;
- workplace building and ventilation protocol;

- workplace cleaning and disinfection protocol; and
- communications and training practices and protocol.

BCCS has reviewed and incorporated the industry guidance applicable to our schools provided by the state of Minnesota for the development of this plan, including the following industry guidance from Minnesota Department of Education (MDE). Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our sites include:

- recommended and available 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 handwashing; and
- additional protections and protocols for school facilities.

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

A person who is experiencing symptoms of COVID-19 should stay home **even if fully vaccinated**.

Employees will follow the normal process of either contacting the Health Services Manager at 3203 or using the [COVID-19 Reporting Form](#) if they are sick or experiencing symptoms while at home or work. If any individual becomes sick during the day, they must leave and go home. Students should inform their teacher. The Health Services Manager will follow up with the employee.

BCCS has implemented leave policies that promote employees 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. Documentation from a health care provider will be required for leaves. Guidance from MDE and MDH will be followed for returning to work. BCCS offers the following options for staff who are unable to work:

- Sick leave to most employee groups;
- Personal days (as applicable)
- Vacation time (as applicable)
- Floating holidays (as applicable)
- Unpaid leave
- Family Medical Leave Act (FMLA)

Coronavirus in the District: Isolation

BCCS will follow Minnesota Department of Health and local health department guidance and direction on informing employees if they have been exposed to a person with COVID-19 on campus. MDH is the lead agency for confirmed cases of COVID-19. They will enact contact tracing at their discretion.

The District will notify staff, students (when appropriate), and families should there be multiple confirmed cases found within a classroom, team, or group.

- When there is a confirmed case of COVID-19, the individual should stay home for the first five days (the first day of symptoms is day zero). The individual can return to school or work on day six through ten if they are able to wear a mask consistently.

- Staff or students who test positive for COVID-19 should contact the Health Services Manager.
- The Health Services Manager will discuss with each person presenting with symptoms, to discuss the scope of exposure and determine next steps.
- The District will work with the Departments of Education (MDE) and Health (MDH) related to any exposures in the district.
- The District will continue to share information on prevention, symptoms, and resource contacts.

Health information on employees and students is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements. ADA Privacy and FERPA will strictly be followed and the personal health information of any individual will not be shared with any persons who are not authorized.

406 – Public and Private Personnel Data

515–Protection and Privacy of Pupil Records

Vaccinations

COVID-19 vaccinations are not required by the school district, however, strongly encouraged by the district. We will continue to host onsite vaccine events for community members.

Employee hygiene and source controls

Hand washing:

Basic infection prevention measures are being implemented at our workplaces at all times. Employees 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 and after any breaks or mealtimes and after using the restroom.

All employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors to the workplace are encouraged to wash or sanitize their hands prior to or immediately upon entering the building.

Signage and information sharing will be ongoing during this pandemic period for cleanliness, personal hygiene and disinfecting high touch areas. Please contact custodial staff in the event there is a shortage of hygiene supplies or hand sanitizer.

Touchless hand sanitizer dispensers are placed in all areas.

Information will be provided using MDH and CDC guidelines for posters and classroom instruction.

Respiratory etiquette:

Employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners 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, particularly their mouth, nose and eyes, with their hands. All

employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners 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 in work and classroom places. Information will be provided using MDH and CDC guidelines for posters, and classroom instruction.

Masks:

Face masks are recommended but not required for students, staff, or visitors while on district property. Face masks may be utilized to mitigate the spread of COVID-19 cases in classrooms. *This is subject to change based on district case numbers.*

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, ventilation and air conditioning (HVAC) systems. 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.

We are operating and maintaining our HVAC systems in accordance with the design specifications.

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 restrooms, break rooms, lunch rooms, meeting rooms, and food service POS stations.

Cleaning removes dust, debris and dirt from a surface by scrubbing, washing and rinsing and is an important first step for all surfaces. Disinfecting, when properly performed, destroys or inactivates bacteria and viruses identified on the product's label (like E. coli or influenza virus) on hard, nonporous surfaces. Proper disinfection of hard, nonporous surfaces is one of the most reliable ways to help lower the risk of spreading germs, also known as pathogens, from surfaces by touch.

Communications and training practices and protocol

The updated COVID-19 Preparedness Plan was posted on our district's website on Friday, August 26, 2022. Additional communication will continue to be provided for all staff via email updates and on the BCCS website.

Instructions have been communicated to all employees, including employees, temporary employees, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors about protections

and protocols, including: recommendations regarding the use of masks, face-coverings and/or face-shields by employees, students (as previously described), staffing service employees, independent contractors, subcontractors, vendors, partners and visitors. All employees, students, staffing service employees, independent contractors, subcontractors, vendors, partners and visitors are also advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Managers and supervisors are expected to monitor how effective the program has been implemented. Managers and supervisors will talk with employees, students and families to discuss what is working well and what needs to be improved. Themes will be shared with the plan administrators. All management and employees must take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, and work-practices as necessary. This COVID-19 Preparedness Plan has been certified by BCCS management and the plan was posted on the employee intranet and made readily available to employees 8/26/2022. It will continue to be updated as necessary by Debbie Erickson and Mike Johnson.

Certified by:

Debbie Erickson, Health Services Manager

Mike Johnson, Director of Operations

Appendix A – Guidance and Resources

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>

Schools

CDC: Schools and Childcare Resources

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

CDC: Building/business ventilation –

<https://www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/index.html>

MDE: <https://education.mn.gov/MDE/dse/health/covid19/>

MDH: Schools: COVID-19 – <https://www.health.state.mn.us/diseases/coronavirus/schools/index.html>

MDH: Schools Direct Support <https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

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

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

Mask etiquette

MDH: <https://www.youtube.com/watch?v=AA2lOJ2D93c&feature=youtu.be>

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

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

CDC: [Cleaning and Disinfecting](#)

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

Mental Health Supports

MDH: Supporting Mental Wellbeing <https://www.health.state.mn.us/communities/mentalhealth/support.html>

Vital WorkLife Employee Assistance Program <https://www.vitalworklife.com/member-login/>

[Talking to Children About COVID-19](#)

[COVID-19 Support for You and Your Family - VITAL WorkLife Employee Assistance Program](#)

[Find Your Happy Place. Tips to reduce COVID-19 stress.](#)

[Care for your Coronavirus Anxiety](#)

[Health at School - Healthy Kids Learn Better](#)

Minnesota Department of Health Public Hotline: 1-833-431-2053

Training

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