



COVID-19 Preparedness Plan for Hastings Public Schools

(This preparedness plan will be revised as necessary - last updated July, 2022)

Hastings Public Schools is committed to providing a safe and healthy workplace for all our employees, students, parents, and visitors. To ensure we have a safe and healthy workplace, Hastings Public Schools has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Supervisors and employees 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 all of our employees. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Our employees are our most important assets. Hastings Public Schools is serious about safety and health and protecting its employees. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. If you have suggestions for improving this plan please contact the Director of Human Resources, District Lead Nurse or the Superintendent with your suggestions.

Hastings Public Schools' 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;
- Social distancing
- Employee hygiene and source controls;
- Workplace building and ventilation protocol;
- Workplace cleaning and disinfection protocol;
- Drop-off, pick-up and delivery practices and protocol; and
- Health care areas in district buildings
- Communications and training practices and protocol.

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

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

- Educate students and staff to ensure those who develop symptoms are not attending school.
- Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.
- Partner with nursing staff who are following MDH and CDC guidelines.
- Working with local county health services for additional guidance and suggestions.
- Encourage all people entering the facility to wash or sanitize hands.
- Mask protocols based on local decision making.
- Send home or deny entry to children, care providers, staff, or community members with any symptoms of illness consistent with COVID-19 per MDH and CDC.

If a student becomes sick, demonstrating COVID symptoms, while onsite the following steps are taken:

1. School staff will contact the school nurse.
2. Mask and isolate the student immediately. A staff member should gather the student's belongings, and the student should wait in the site's designated isolation room until the parent arrives.
3. Contact the parents for the student to be picked up immediately.
4. Inform parent/guardian of isolation/quarantine guidance.

If a staff member becomes sick, demonstrating COVID symptoms, while onsite the following steps are taken:

1. Contact supervisor/director/principal and lead nurse.
2. Follow typical illness protocols for coverage.
3. Staff member should leave as soon as possible and follow isolation/quarantine guidance.
4. Staff member will keep the supervisor/director/principal informed on their status of health condition.
5. The district may contact/report with local, state, federal agencies.
6. Employees can use appropriate leave. Contact Tonia Wood, 651-480-7021 for further information. If paid time is not available, unpaid time will need to be used.

Confirmed Case of COVID-19

If anyone informs a staff person of a confirmed case, inform your supervisor and lead nurse immediately. All persons with confirmed cases, regardless of test used, should notify their supervisor. The School District will follow reporting requirements set forth by local, state and federal agencies. More information can be found on the [CDC Website](#).

IMPORTANT NOTICE:

Privacy of students and families is critical during this time. In accordance with HIPAA (Health Insurance Portability and Accountability Act), names and information of those that have been identified as positive or those that went home sick are not to be shared (staff or child). Sharing of this information violates HIPAA and can result in discipline. Hastings Public Schools cannot disclose or assume the health conditions of children, staff or families to anyone. Please note that families are adjusting to these unique times and may choose to remove their child from care/school/activities for a variety of reasons.

Hastings Public Schools has implemented leave policies that promote employees staying at home when they are sick. Hastings Public Schools will follow local, state and federal leave laws.

How do Hastings Employees request leave?

If employees are unable to work on site, they should communicate with their supervisor (principal or director), and put the absence into Frontline/TimeClock+.

Social distancing protocol

When mandated, social distancing will be implemented and maintained between employees, students, parents, and visitors in the workplace throughout engineering and administrative controls, whenever possible.

Hygiene protocol

Basic infection prevention measures are being implemented at our workplaces at all times. Staff, students and visitors are instructed to wash their hands frequently throughout the day.

Hand-sanitizer dispensers are at main building entrances and locations within each site.

Staff, students 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. Staff, students and visitors should wash or sanitize their hands immediately afterward.

Hygiene etiquette will be demonstrated on posters and will be communicated to staff and students on a regular basis in various forms.

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 district follows all industry guidance recommendations. Fresh air recirculation and ventilation are properly maintained and monitored. Questions or concerns should be directed to supervisors or building principals.

Cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of occupied spaces, including but not limited to: classrooms, gyms, cafeteria, common areas, work surfaces, equipment, tools and machinery, vehicles, meeting rooms, and drop-off and pick-up locations.

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.

All students and staff are encouraged to continuously wash their hands throughout the day (between every activity, at every transition, before after meal times, after bathroom use, before and after outside, etc).

Drop-off, pick-up and delivery protocol

Hastings Public Schools will follow all related requirements and guidelines. Hastings Public Schools will utilize passive screening practices at all sites.

- Each morning, parents are encouraged to review health screening information with their child.
- All visitors enter a secure vestibule and electronically sign our visitor management system.
- Building staff will direct the visitor, as appropriate.
- Hand sanitizing options are available for visitors/students to use as they enter the building.
- If medications need to be dropped off, they will need to be in a sealed bag with medical providers orders and our form giving permission.
- We are accepting deliveries at our loading docks.

Health Care Areas in District Buildings

Worksite -Specific COVID-19 Considerations will be implemented for areas of buildings designated as Health Services Areas. Hastings Public Schools has multiple workplaces that are substantially similar, and therefore has developed a single COVID-19 plan for the substantially similar workplaces, with site-specific considerations included in the table below.

| Facility Location | Worksite-Specific COVID-19 Considerations |
|-------------------|--|
| HHS | Health Office, Covid Isolation Room, DASH Room |
| HMS | Health Office, Covid Isolation Room |
| Kennedy | Health Office, Covid Isolation Room |
| McAuliffe | Health Office, Covid Isolation Room |
| Pinecrest | Health Office, Covid Isolation Room, DASH Room |
| Tilden | Health Office, Covid Isolation Room, ECSE Center Based Classroom |

COVID-19 Safety Coordinator

Hastings Public Schools has identified Mary Ellen Fox as the COVID-19 Safety Coordinator for the above areas.

Hazard Assessment and Worker Protections

Hastings Public Schools will conduct a workplace-specific hazard assessment of its workplace(s) to determine potential workplace hazards related to COVID-19. A hazard assessment will be conducted initially and whenever changes at the workplace create a new potential risk of employee exposure to COVID-19 (e.g., new work activities at the workplace).

Hastings Public Schools and the COVID-19 Safety Coordinator(s) will work collaboratively with non-managerial employees and their representatives to conduct the workplace-specific hazard assessment. All completed hazard assessment forms and results will be attached to this plan and will be accessible to all employees and their representatives at each facility.

Hastings Public Schools will address the hazards identified by the assessment, and include procedures to minimize the risk of transmission of COVID-19 for each employee.

Aerosol-Generating Procedures (AGP)

Hastings public schools does not administer AGP's (nebulizer treatments will not be done in the school setting)

Patient Screening and Management

In settings where direct patient care is provided, Hastings Public Schools will:

- Limit and monitor points of entry to the setting;
- Utilize separate staging/waiting areas

Personal Protective Equipment (PPE)

Policies and procedures for facemasks will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. Employees working in COVID-19 ETS required conditions will be provided a mask and/or respirator after consulting with Mary Ellen Fox.

In addition to providing, and ensuring employees wear facemasks, Hastings Public Schools will provide protective clothing and equipment (e.g., respirators, gloves, gowns, goggles, face shields) to each employee in accordance with Standard and Transmission-Based Precautions in **healthcare settings** in accordance with CDC's "Guidelines for Isolation Precautions," and ensure that the protective clothing and equipment is used in accordance with OSHA's PPE standards (29 CFR 1910 subpart I).

For employees with exposure to people with suspected or confirmed COVID-19, Hastings Public Schools will provide respirators and other PPE, including gloves, an isolation gown or protective clothing, and eye protection. Hastings Public Schools will ensure respirators are used in accordance with the OSHA Respiratory Protection standard (29 CFR 1910.134), and other PPE is used in accordance with OSHA's PPE standards (29 CFR 1910 subpart I).

Physical Barriers

Physical barriers will be implemented, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach.

Cleaning and Disinfection

Hastings Public Schools will implement policies and procedures for cleaning, disinfection, and hand hygiene, along with the other provisions required by OSHA's COVID-19 ETS, as part of a multi-layered infection control approach. In patient care areas, resident rooms, and for medical devices and equipment, Hastings Public Schools will follow standard practices for cleaning and disinfection of surfaces and equipment in accordance with CDC's "COVID-19 Infection Prevention and Control Recommendations" and CDC's "Guidelines for Environmental Infection Control."

Patient Screening and Medical Management

Hastings Public Schools requires all employees to self screen before each work day and each shift. Other applicable patient management strategies in accordance with the CDC's "COVID-19 Infection Prevention and Control Recommendations" will be implemented.

Vaccination

Hastings Public Schools encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. Hastings Public Schools will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.

Anti-Retaliation

Hastings Public Schools will inform employees that employees have a right to the protections required by OSHA's COVID-19 ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by OSHA's COVID-19 ETS, or for engaging in actions that are required by OSHA's COVID-19 ETS.

Requirements implemented at no cost to employees

Hastings Public Schools will comply with the provisions of OSHA's COVID-19 ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under the Health Screening and Medical Management section of this Plan.

Recordkeeping

Hastings Public Schools will retain all versions of this COVID-19 plan implemented to comply with OSHA's COVID-19 ETS while the ETS remains in effect.

Hastings Public Schools will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to

COVID-19 at work.

Hastings Public Schools will record the information on the COVID-19 log within 24 hours of learning that the employee is COVID-19 positive. Hastings Public Schools will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by OSHA's COVID-19 ETS or other federal law.

By the end of the next business day after a request, Hastings Public Schools will provide, for examination and copying:

- All versions of the written COVID-19 plan to all of the following: any employees, their personal representatives, and their authorized representatives.
- The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee;
- A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was at the workplace before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all of the following: any employees, their potential representatives, and their authorized representatives.

Reporting

Hastings Public Schools will report to OSHA:

- Each work-related COVID-19 fatality within 8 hours of Hastings Public Schools learning about the fatality;
- Each work-related COVID-19 in-patient hospitalization within 24 hours of Hastings Public Schools learning about the in-patient hospitalization.

Coordination with Other Employers

Hastings Public Schools will communicate this COVID-19 plan with all other employers that share the same worksite, and will coordinate with each employer to ensure that all workers are protected.

Hastings Public Schools will adjust this COVID-19 plan to address any particular hazards presented by employees of other employers at the worksite.

Hastings Public Schools has identified below all other employers to coordinate with to ensure employees are protected.

| Other Worksite Employers | |
|---|-----------------------------|
| Hastings Public Schools / Employer Representative: | Contact Information: |
| Intermediate School District 197 | Melissa Ho 651-423-8310 |

Entering Residences

Hastings Public Schools will identify potential hazards and implement measures to protect employees who, in the course of their employment, enter into private residences and other physical locations controlled by a person not covered by the Occupational Safety & Health Act of 1970 (OSH Act). Hastings Public Schools requires that COVID-19 protocols be communicated to homeowners and sole proprietors prior to conducting work activities at private residences or other physical

locations not covered by the OSH Act.

Monitoring Effectiveness

Hastings Public Schools and the COVID-19 Safety Coordinator will work collaboratively with non-managerial employees and their representatives to monitor the effectiveness of this COVID-19 plan so as to ensure ongoing progress and efficacy.

Communications and training protocol

This COVID-19 Preparedness Plan was communicated, by email to all employees, as well and posted in each school site and posted on the district's website. Communication and training will be ongoing by email and building/department level meetings. The COVID Preparedness Plan will be provided to all new employees prior to initial assignment.

The Hastings Public Schools COVID-19 Preparedness Plan will be posted and available in the buildings for all students, employees, including temporary employees, independent contractors, subcontractors, vendors, guests, volunteers and visitors about protections and protocols. All students, employees, including temporary employees, independent contractors, subcontractors, vendors, guests, volunteers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Principals, directors and supervisors are expected to monitor how effective the program has been implemented. Follow up with principals, directors and supervisors will take place on a regular basis. All employees are encouraged 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 was originally certified by Hastings Public Schools management and the plan was originally posted throughout the workplace and made readily available to employees July 20, 2020, and is accessible on our district website. It will be updated every six months, as necessary by the Hastings Public Schools Leadership Team.

Certified by:
Dr. Robert McDowell, Superintendent of Schools