

Community Comments Solicited 8/19/20

Link to Presentation used during community comment session available here: [Safety Plan](#)

There were no comments from the public

COVID-19 Preparedness Plan Overview

(adapted from: <https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html>)

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.

5 Factors for Safely Reopening Schools

1. Automatic distribution of daily Health Check-In forms to all parents and staff
2. Control of building entry to ensure authorized students, staff and visitor access
3. Automated attendance tracking to support contact tracing
4. Contact-free form and survey distribution and submission
5. Easy student segmentation and automated reminders to support flexible scheduling

These factors were taken under consideration in the following school safety plan

COVID-19 Preparedness Plan for Rochester STEM Academy

Rochester STEM Academy (RSTEM) is committed to providing a safe and healthy workplace for all our **students, staff and visitors**. To ensure we have a safe and healthy workplace, **RSTEM** has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers 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 workers and management. 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 the **STEM Administration**, who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. **RSTEM's** managers and supervisors have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. **RSTEM** is serious about safety and health and protecting its workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by:

- **Anonymous staff surveys**
- **One-on-one conferencing.**

RSTEM'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;
- social distancing – workers must be 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.

RSTEM has reviewed and incorporated the industry guidance applicable to our business provided by the state of Minnesota for the development of this plan, including the following industry guidance **Olmsted County Health Department, Emergency Family Planning Kit, Mayo Clinic, Minnesota Department of Education and Center for Disease Control (CDC)**. Other conditions and circumstances included in the industry guidance and addressed in the plan that are specific to our business include:

In-Person Scenario Overview

Safety

- RSTEM has a designated COVID-19 safety team. These will be listed on the District website.
- RSTEM will communicate policy and protocols for COVID-19 safety to families in multiple languages and in multiple formats (Google, social media, ParentNotices and in print).
- Updated crisis plans (fire, lockdown, tornado drills, etc.) which follows fire marshal and CDC guidelines.
- Each school will provide students lessons regarding hand washing hygiene, proper mask wearing, and other preventative measures.
- Distance learning will be available to students who may be medically vulnerable or unwilling to return to in-person or hybrid learning.

Masks

- All individuals, staff and students, two years of age and older are required to wear a mask at school, including playgrounds, and on RPS transportation.
- School supply lists now include masks. A limited supply of masks will be available if students forget theirs.
- Exceptions to mask use will be determined on an individual basis, based on medical, developmental, or behavioral health needs. Documentation will be required.
- Breakfast/Lunch - masks may be removed for eating and drinking once students are seated.
- Indoor Physical Education- masks will be required
- Outdoor Physical Education - masks will not be required as long as social distancing is maintained, which is six feet in most situations. When cardio activity is occurring, social distancing must increase to 12 feet.

Cleaning

- There will be frequent cleaning of high-touch areas (such as desks, door handles, water fountains, computer keyboards, cafeteria tables, locker door handles, handle rails, etc.)
- All classrooms will have hand sanitizer dispensers and spray bottles of disinfectant to wipe down surfaces after use of desks and non-consumable materials.
- We will increase the frequency of restroom monitoring.
- Each school will allow additional hand-washing time for students.
- The District will follow guidance from Olmsted Public Health <https://www.health.state.mn.us/diseases/coronavirus/schools/supplies.html> and the Environmental Protection Agency (EPA) regarding safe and effective chemicals.
- Returned academic materials including texts and electronics; and lost and found items will be isolated in an area not accessible to students for a quarantine period.

Transportation

- When possible, we will create as much space between riders as possible, recognizing that it is not always feasible to have six feet of social distance.
- Planning continues regarding transportation for after-school activities; this information will be shared when available.

Arrival and Departure

- Students and staff will use the [MDH screening tool](#) at home prior to arrival. Individuals with symptoms or exposure should stay home from school and contact their health care provider.
- Families will receive a COVID-19 family/student agreement to complete and sign.
- Buildings will identify specific entrance and exit procedures to encourage social distancing.
- Signage will identify traffic flow and social distancing requirements.

Hallways and Passing Time

- There will be staggered dismissals from classrooms, cafeterias, etc.
- Restrooms - number of students utilizing restrooms at once will be limited.
- Building staff will discourage congregating at lockers during passing time.

Learning

- Learning will be in-person following the school district calendar.
- Distance learning will be available to students who may be medically vulnerable or unwilling to return to in-person or hybrid learning.

Classrooms

- Wherever possible, students will avoid sharing learning materials. In the event they do share materials, students will wipe down non-consumables with disinfectant spray or wipes.
- Student desks will be positioned according to social distancing guidelines.

Shared Items

- Shared items such as PE equipment, textbooks, and other learning materials will be sanitized in between use or quarantined for 24 - 72 hours depending on the equipment.
- Hand washing/sanitizing will be required before and after use of shared equipment.
- Lockers will not be available to students.

Social Emotional Learning and Relationships

- Staff will build time into the schedule to allow for students to connect socially with one another.
- Staff will provide students with instruction and support around successful practices such as time management, organization, mindset, and self-regulation.
- Students will be provided with instruction and resources for self-advocacy.
- Advisory, Homeroom, or Classroom teachers will develop an initial relationship with students and families to provide a sense of belonging and support through activities such as classroom circles, letters/postcards, introduction videos, phone calls and emails home, interest surveys, calendar of activities, and virtual games and activities.

Attendance

- We will be taking daily student attendance.
- Families will be notified via Olmsted County Public Health Services (OCPHS) of a confirmed case in close contact with their child.

Meal Service

- Lunch will be delivered to classrooms and eaten in classrooms.
- Self-serve items (e.g., condiments) will be minimized.
- We will continue to work with families on documented special dietary needs.

Personal Items

- Students should bring personal water bottles to refill, in order to avoid drinking from a fountain.
- Students will not be allowed to share food or drinks.
- Birthday treats are not allowed.
- Students are discouraged from bringing extra personal items to school.

Technology

- Families will be asked to complete a “needs assessment” to discover their device and connectivity needs.
- Communication to families will still be delivered through the Skylert Messaging Center (email, phone, text messaging) and Skyward. For more information on Skylert and Skyward, visit our [Families page online](#).
- Devices including keyboards, printers, and other high touch surfaces will be cleaned in between users.

Screening and Exclusion

- We will follow Minnesota Department of Health exclusion guidance.
- Students and employees must complete a [self-screening questionnaire](#) each day prior to reporting to school. The screening checklist will also be posted at all building entry points, and on RPS transportation.
- Each building will have a designated, isolated space for suspected cases of COVID-19.
- OCPHS determines the communication of confirmed COVID-19 cases. Families will be notified if their child was in close contact with a positive COVID-19 case.

Family Connections

- Schools will ask families to update their contact information (phone, email, address) in Skyward.
- The District will offer support for students transitioning to a new school level (9th grade).

Special Facilities

- Outdoor fields will be used as much as possible for physical education and recess (elementary school) while following social distancing guidelines.

Other activities

- Facility rentals: All individuals or groups who wish to rent a district facility are required to prepare and submit for review a COVID-19 Preparedness Plan, following the specifications provided by the State of Minnesota for the type of event being held. Approval for rentals will depend on several factors, including the amount of additional labor required of school district staff to prepare the site under COVID-19 requirements for district use again, following a rental event.

- Youth sports activities are required to follow MDH and Minnesota State High School League (MSHSL) guidelines on COVID-19 preparedness in youth sports.

Professional Development for Staff

- The District will provide professional development for all teachers on effective online learning, restorative justice, and instruction for equity, including but not limited to white fragility, micro-messaging, implicit bias, and systemic racism, throughout the year.

Visitors

- Buildings will restrict non-essential visitors and volunteers.
- Parents will be asked to make appointments for in-person meetings or participate in meetings online.

HYBRID PLAN OVERVIEW

Under current transportation restrictions, RPS students will attend school in-person one day per week.

Safety

- RSTEM has a designated COVID-19 safety team. These will be listed on the District website.
- RSTEM will have updated crisis plans (fire, lockdown, tornado drills, etc.) which follows fire marshal and CDC guidelines.
- RSTEM will allow additional hand-washing time for students.
- All classrooms will have hand sanitizer dispensers.
- Each school will provide students lessons regarding hand washing hygiene, proper mask wearing, and other preventative measures.
- The District will continue to follow the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) and CDC guidelines for air quality.
- Distance learning will be available to students who may be medically vulnerable or unwilling to return to in-person or hybrid learning.

Masks

- All individuals, staff and students, two years of age and older are required to wear a mask at school, including playgrounds, and on RSTEM transportation.
- School supply lists now include masks. A limited supply of masks will be available if students forget theirs.
- Exceptions to mask use will be determined on an individual basis, based on medical, developmental, or behavioral health needs. Documentation may be required.
- Breakfast/Lunch - masks may be removed for eating and drinking once students are seated.
- Indoor Physical Education- masks will be required
- Outdoor Physical Education - masks will not be required as long as social distancing is maintained, which is six feet in most situations. When cardio activity is occurring, social distancing must increase to 12 feet.

Cleaning

- There will be frequent cleaning of high-touch areas (such as desks, door handles, water fountains, computer keyboards, cafeteria tables, locker door handles, handle rails, etc.)
- We will increase the frequency of restroom cleaning.
- Buses and vans will receive additional, frequent cleaning.
- Playgrounds will receive additional, frequent cleaning.
- The District will follow guidance from the Environmental Protection Agency (EPA) regarding safe and effective chemicals.
- Returned academic supplies and lost and found items will be isolated in an area not accessible to students for a quarantine period.

Transportation

- We will continue to use buses and vans to transport students with limited capacity.
- Social distancing requirements will apply on buses with one student/family per seat, every other seat, loading back to front.
- Where possible, students from the same household will attend on the same days.
- Planning continues regarding transportation for after-school activities; this information will be shared when available.

Arrival and Departure

- Students and staff will use the [MDH screening tool](#) at home prior to arrival. Individuals with symptoms or exposure should stay home from school and contact their health care provider.
- Families will receive a COVID-19 family/student agreement to complete and sign.
- Buildings will identify specific entrance and exit procedures to encourage social distancing.
- Signage will identify traffic flow and social distancing requirements.
- All students will remain in school during school hours; RSTEM campus is closed except for students who need to leave for post-secondary, and personal appointments (doctor, dentist, etc.).

Classrooms

- We will limit the number of students attending school each day.
- We will limit the number of students in each classroom at a time.
- We will create at least six-foot spacing between students.
- Classes will avoid mixing with other student groups.
- Wherever possible, students will avoid sharing learning materials.

Shared Items

- Shared items such as PE equipment, textbooks, and other learning materials will be sanitized in between use or quarantined for 24 - 72 hours depending on the equipment.
- Hand washing will be required before and after use of shared equipment.
- Lockers will not be available for use by students.

Hallways and Passing Time

- We will limit the number of students attending school each day and stagger passing time
- There will be staggered dismissals from classrooms
- Restrooms - number of students utilizing restrooms at once will be limited
- Building staff will discourage congregating during passing time.

Learning

- Students will receive instruction in-person two days a week and through distance learning two days a week plus STEM Friday
- Teachers will provide daily direct instruction, including a possible mix of live learning and recorded lessons.
- Staff will address instructional needs for students with IEPs, 504s, and health plans on an individual basis.
- Student support will be provided through the work of paraprofessionals, and others.
- Teachers will post weekly schedules on Friday or Monday each week in Schoology.
- Staff will focus on building positive relationships with students and families.
- The Parent Student Handbook applies to all students during distance and in-person learning, on transportation, and during other District activities.
- The District will develop grading guidelines, to be shared prior to the start of the school year.
- Field trips will not occur until further notice.
- The District will develop a plan for offering instruction in special areas, such as physical education, and secondary electives.
- The District will provide professional development for all teachers on effective online learning, restorative justice, and instruction for equity, including but not limited to white fragility, micro-messaging, implicit bias, and systemic racism, throughout the year.
- See *Shared Items* section for additional information.

Social Emotional Learning and Relationships

- Staff will build time into the schedule to allow for students to connect socially with one another.
- Staff will provide students with instruction and support around successful practices such as time management, organization, mindset, and self-regulation.
- Students will be provided with instruction and resources for self-advocacy.
- Advisory, Homeroom, or Classroom teachers will develop an initial relationship with students and families to provide a sense of belonging and support through activities such as classroom circles, letters/postcards, introduction videos, phone calls and emails home, interest surveys, calendar of activities, and virtual games and activities.

Attendance

- We will be taking daily student attendance.
- Families will be notified via Olmsted County Public Health of a confirmed case in close contact with their child.

Meal Service

- Seating and lunch lines will follow social distancing guidelines.

- Tables and chairs will be cleaned in between uses.
- Self-serve items (e.g., condiments) will be minimized.
- Grab and Go meals will be provided on distance learning days.

Personal Items

- Students should bring personal water bottles to refill, in order to avoid drinking from a fountain.
- Students will not be allowed to share food or drinks.
- Outside food and drink are not allowed.
- Students are discouraged from bringing extra personal items to school.

Technology

- Families will be asked to complete a “needs assessment” to discover their device and connectivity needs.
- Schools will provide Chromebooks.
- Training will be made available to students to familiarize themselves with technology.
- All grade levels and schools will be using Schoology for our learning management system.
- Communication to families will still be delivered through JMC (email, phone, text messaging).

Screening and Exclusion

- We will follow Minnesota Department of Health exclusion guidance.
- Students and employees must complete a [self-screening questionnaire](#) each day prior to reporting to school. The screening checklist will also be posted at all building entry points, and on buses.
- Each building will have a designated, isolated space for suspected cases of COVID-19.

Family Connections

- Family Engagement meetings and events will be held online or via phone whenever possible.
- Translation will be available for families.
- The District will offer additional support for students transitioning to a new school level (9th grade).

Visitors

- Buildings will restrict non-essential visitors and volunteers.
- Parents will be asked to make appointments for in-person meetings or participate in meetings online.

DISTANCE LEARNING ONLY SCENARIO OVERVIEW

In the Distance Learning Only scenario, the following areas will not be a consideration: masks, transportation, arrival and departure, classroom, shared items, hallways and passing time, personal items, screening and exclusion, and visitors.

Safety

- RSTEM has a designated COVID-19 safety team. These will be listed on the District website.
- All classrooms will have hand sanitizer dispensers.

- RSTEM will have a contract tracing process in place

Learning

- Teachers will provide daily direct instruction, including a possible mix of live learning and recorded lessons.
- Staff will address instructional needs for students with IEPs, 504s, and health plans on an individual basis.
- Student support will be provided through the work of paraprofessionals.
- Staff will focus on building positive relationships with students and families.
- Teachers will embed Social Emotional Learning into lessons.
- The Parent Student Handbook applies to all students during distance and in-person learning, on transportation, and during other District activities.
- The District will develop grading guidelines, to be shared prior to the start of the school year.
- Field trips will not occur until further notice.
- The District will provide professional development for all teachers on effective online learning.

Social Emotional Learning and Relationships

- Staff will build time into the schedule to allow for students to connect socially with one another.
- Staff will provide students with instruction and support around successful practices such as time management, organization, mindset, and self-regulation.
- Classroom teachers will develop an initial relationship with students and families to provide a sense of belonging and support through activities such as classroom circles, letters/postcards, introduction videos, phone calls and emails home, interest surveys, etc.

Attendance

- We will be taking daily student attendance; however, attendance will be considered more liberally, as the Commissioner has defined it: as a transaction between teacher and student.

Meal Service

- Grab and Go meals will be provided on distance learning days.

Technology

- Families will be asked to complete a “needs assessment” to discover their device and connectivity needs.
- All students will receive a Chromebook
- Resources and training will be made available to students to familiarize themselves with technology.
- All grade levels will be using Schoology for our learning management system.
- Communication to families will still be delivered through the JMC (email, phone, text messaging).

Family Connections

- STEM will ask families to update their contact information (phone, email, address)
- Family Engagement meetings and events will be held online or via phone whenever possible.

- Bilingual support will be available for families virtually.
- The District will offer additional support for students transitioning to a new school level (9th grade).

Other activities

- Facility rentals: All individuals or groups who wish to rent a district facility are required to prepare and submit for review a COVID-19 Preparedness Plan, following the specifications provided by the State of Minnesota for the type of event being held. Approval for rentals will depend on several factors, including the amount of additional labor required of school district staff to prepare the site under COVID-19 requirements for district use again, following a rental event.
- Youth sports activities are required to follow MDH and Minnesota State High School League (MSHSL) guidelines on COVID-19 preparedness in youth sports.

Visitors

- Buildings will restrict non-essential visitors and volunteers.
- Parents will be asked to make appointments for in-person meetings or participate in meetings online.

Upon scheduling appointments at Mayo Clinic and Olmsted Medical Center, COVID-19 screening questions will be asked. Children must have a negative COVID-19 screening questionnaire to be scheduled for nurse or provider visits. Scheduling staff may also contact parents within 48 hours in advance to confirm COVID-19 symptoms are not present in anyone attending the appointment.

Only one parent can come along with a child at Mayo Clinic; at Olmsted Medical Center this is highly encouraged. Children and the parent will be screened again at the clinic entrance upon check-in.

Olmsted Medical Center

Family Medicine: **507.292.7183**

Pediatrics: **507.292.7188**

Nurse Triage line: **507.292.7266**

OMC URL: <http://www.olmstedmedicalcenter.org/>

Kayla Allen, RN

School Health Program Coordinator

Employee and Community Health

Phone: 507-255-3558

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Mayo Clinic

Community Pediatric and Adolescent Medicine (CPAM) **507.284.5233 (Baldwin 3)**

Family Medicine (FM) **507.284.5300 (Baldwin 2)**

Community Internal Medicine (CIM) **507.284.5278 (Baldwin 4, 5B, 6A, 6B)**

Kasson (FM) **507.284.3967**

Northeast CPAM, FM, CIM) **507.538.8500**

Northwest CPAM, FM, CIM) **507.538.8555**

Southeast CPAM, FM, CIM) **507.293.8590**

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

Workers 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.

[Address the requirements provided in the industry guidance that is applicable to the business and describe how the business will address health screening, how workers will communicate with the business if they are sick or experiencing symptoms while at home, how workers report they are sick or experiencing symptoms while at work and how workers will be isolated in the workplace until they can be sent home.]

RSTEM 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. **[Describe the business's sick leave, the Family Medical Leave Act (FMLA) and other policies addressing these situations.]** Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. **[Describe the business's policy.]**

RSTEM 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. **[While including the sector-specific guidance, describe the business's policy.]**

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. **[Describe the business's policy.]**

Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers **[and students, guests and visitors]** in the workplace through the following engineering and administrative controls: **[Address the requirements provided in the industry guidance that is applicable to the business and describe how the business will implement social distancing. Identify protections and protocols that include teleworking, flexible work hours, staggered shifts and additional shifts to reduce the number of workers in the workplace at one time. Describe how occupancy requirements, numbers of people, flow and interactions will be implemented to ensure social distancing. Describe how signage, markings and instructions are being used to address social distancing. Describe physical workplace changes, such as increased distance between workstations, worker spacing on production lines, check-in and checkout stations. Describe how aisles, display cases, tables, clothing racks, counters, check-in and checkout stations, etc. will be arranged and how the flow will be directed to allow for social distancing between workers [and customers, clients, patrons, guests and visitors]. If spacing cannot be increased or social distancing consistently maintained, describe how barriers, screens, shields, curtains and partitions will be used. Describe how persons in the workplace will be prevented from gathering in groups in common areas and "bottlenecks," including corridors, meeting rooms, stairways, break rooms, entrances, exits and elevators. Describe how personal protective equipment, phones, pens, computer equipment, desks, cubicles, workstations, offices or other**

personal work tools and equipment will not be shared and, if used by more than one person, will be cleaned and disinfected between users. Describe how car-pooling, ride-sharing or sharing of vehicles will be addressed to limit duration of exposure to other persons and practice social distancing. Describe communications plans to address questions and concerns. Describe how you will provide recommended or required protective supplies, such as masks, nonmedical cloth face coverings, gloves, disinfectant and face shields for workers, and instruction about when and how they should be worn or used.]

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, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All **[students, guests and visitors]** to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. **[Address the requirements provided in the industry guidance that is applicable to the business and describe: how necessary handwashing and/or sanitizer facilities will be provided, supplied and maintained; how workers will be allowed to perform hand hygiene to meet this requirement; and how means for hand hygiene will be provided for use by other persons entering the workplace.]**

Source controls are being implemented at our workplaces at all times. **[Describe how you are addressing the requirements of source control, including the use of source control face coverings and other protective equipment as required in the industry guidance for your business.]**

Workers **[students, guests 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. Workers **[students, guests 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. **[Describe how the business will communicate these instructions and reminders.]**

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. **[Describe how you are addressing the building and ventilation protocols included in the industry guidance for your business.]** 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. **[Address the requirements provided in the industry guidance that is applicable to the business and describe steps being taken introduce fresh air, to improve air circulation, and to properly use and maintain ventilations systems.]**

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, checkout stations, fitting 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, credit card readers, delivery equipment, etc. **[Address the requirements provided in the industry guidance that is applicable to the business and describe the business's schedule for cleaning and disinfecting, the persons conducting the cleaning and disinfecting, the products that are used to clean the workplace and how the business will disinfect the workplace if a person in the workplace is symptomatic or is diagnosed with COVID-19.]**

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. **[Address the requirements provided in the industry guidance that is applicable to the business and describe the cleaning and disinfecting supplies that are being used, the purposes for which they are or will be used, how they are to be used, training that will be provided to ensure their proper use and any required personal protective equipment.]**

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

[Describe how you are addressing the drop-off, pick-up and delivery protocols included in the industry guidance for your business.]

Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated **[describe how the plan was communicated]** to all workers on **[identify the date or dates when the plan was communicated]**, and necessary training was provided. Additional communication and training will be ongoing by **[describe how the communication and training will be provided]**. 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, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians **[and customers, clients, patrons, guests and visitors]** about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by workers **[and customers, clients, patrons, guests and visitors]**. All workers **[and customers, clients, patrons, guests and visitors]** will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. **[While including the sector-specific guidance, describe how the business will advise persons in the workplace.]**

Managers and supervisors are expected to monitor how effective the program has been implemented. **[Describe how the business will monitor the effectiveness of the program and identify successes, challenges and deficiencies.]** All management and workers 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 **RSTEM** management and the plan was posted throughout the workplace and made readily available to employees **[date]**. It will be updated as necessary by **[designated plan administrator]**.

Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our business include: **[Describe how the business addresses the additional protections and protocols included in the industry guidance specific to the conditions and circumstances of the business, such as:**

- **additional protections and protocols for customers, clients, guests, visitors;**
- **additional protections and protocols for personal protective equipment;**
- **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;**
- **additional protections for receiving or exchanging payment; and**
- **additional protections and protocols for certain types of businesses with an industry.]**

Certified by:

[Signature]

[Date]

[Title of senior executive or management official]

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

ADDITIONAL RESOURCES

- [2020-2021 Planning Guide for Schools: Health Considerations for Navigating COVID-19 \(PDF\)](#) *Minnesota Department of Health (MDH) - 7/22/2020*
- [MDE 2020-21 Planning Guidance for Minnesota Public Schools](#) *Minnesota Department of Education (MDE) - 7/22/2020*
- [COVID-19 Prevention Guidance for Youth, Student, and Child Care Programs \(PDF\)](#) *Minnesota Department of Health (MDH) - 7/22/2020*
- [Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs \(PDF\)](#) *Minnesota Department of Health (MDH) - 6/2/2020*

- [Quarantine If You Might Be Sick](#) - Centers for Disease Control and Prevention (CDC) - 7/16/2020
- [Playground Guidance for Schools and Child Care Programs \(PDF\)](#) *Minnesota Department of Health (MDH) - 5/28/2020*
- [Guidance for Families – Planning for the 2020-21 School Year](#) *Minnesota Department of Education (MDE) - 6/26/2020*
 - [Guidance for Families – Planning for the 2020-21 School Year - Hmong](#)
 - [Guidance for Families – Planning for the 2020-21 School Year - Somali](#)
 - [Guidance for Families – Planning for the 2020-21 School Year - Spanish](#)

COVID-19 Cleaning Guidelines from MDE

<https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html>