

COVID-19 Preparedness Plan for Eden Prairie Schools

Eden Prairie Schools is committed to providing a safe and healthy environment for all. To ensure that, Eden Prairie Schools has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff, coaches, advisors and stakeholders share the responsibility of implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facilities, and that requires full cooperation among Eden Prairie staff, program participants and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our staff and participants, renters and facility users.

Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, as well as federal OSHA standards related to COVID-19. Our plan will address the following:

- Hygiene
- Respiratory etiquette
- Social distancing
- Cleaning
- Food and drink
- Screening Procedures
- Self-Assessment
- Illness Tracking
- Return to the Facility after Illness
- Communications and training for staff and participants

Hygiene

Basic infection prevention measures are being implemented at our district indoor and outdoor facilities. All visitors to a district facility are encouraged to sanitize their hands prior to or immediately upon entering the facility by one of the following methods:

- Visitors may use the nearest restroom to wash hands immediately after entering.
- Visitors may use hand sanitizer for use upon entry

Individuals are instructed to wash their hands for at least 20 seconds with soap and water or use an alcohol based hand sanitizer frequently while on site.

- <https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>
- <https://www.cdc.gov/handwashing/pdf/HH-Posters-Eng-Restroom-508.pdf>

Basic infection prevention measures are being implemented at our workplaces at all times. Staff 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 staff, students and guests 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. Source controls are being implemented at our workplaces at all times. District staff will wear face coverings at all times, unless a medical reason prevents them from doing so. Guests and students are required to wear face coverings within the building and are strongly encouraged to wear face coverings outdoors. It is not recommended that face coverings be worn by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Face coverings are not required for children under the age of 5.

Staff, students, and guests are 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 guests 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 staff and other persons entering the workplace. This information will be communicated prior events and on posters at the event.

Respiratory Etiquette

Per Governor Walz Executive Order 20-81, all staff and patrons entering a district facility are required to wear a face covering with some exceptions. For more information visit

<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>.

Individuals are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face; in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Cover Your Cough Signs similar to these will be posted throughout the building.

- <https://www.health.state.mn.us/people/cyc/hcpper.html>

Social Distancing

Social distancing is being implemented in district facilities in the following ways:

Total number of groups using the building will be limited depending on building and room/s requested and group size. In general, group sizes will be limited to a maximum of 25 and must maintain 6 feet of distance between people. Groups/organizations must provide their expected maximum attendance at the time they submit a facility request. The facility use office will only issue a permit for rooms/areas that can accommodate the maximum number of participants while maintaining social distancing. Groups may not exceed the number of participants reported without prior authorization from the Facility Use office. Participants or groups may be denied access if they exceed the number of attendees listed on the permit.

During events, all staff attending will be provided face coverings to wear throughout events. Indoor and external events are limited to groups of 250. All guests and students will be required to wear face coverings while indoor and strongly encouraged to wear a face covering to an outdoor event. A sign will be posted at the entrance reminding all those attending that a face covering is recommended.

All students and guests will be discouraged from carpooling unless they are from the same household. All attendees should be advised to stay home if they are showing any symptoms, have tested positive,

or were exposed to someone with COVID-19 in the last 14 days. This will be communicated to guests and students prior to the event via email.

Indoor and outdoor large group seated events may be approved on a limited basis. These events are limited to 25% facility capacity and a maximum of 250 people. Strict social distancing will be enforced at all times.

Activity start and end times will be staggered to minimize the number of people entering the building at the same time and to allow time for cleaning between users as needed. Groups over 10 (when allowed) may be assigned staggered entry times to reduce the number of participants from arriving at the same time.

Visitors will be notified which door to enter and exit through. Different doors will be used for entering and exiting the building whenever possible. Signage is posted in the building to remind people to maintain social distance of 6 feet whenever possible. Prominent areas where signs may be posted are building entrances, restrooms, classrooms, gymnasiums, cafeterias, media centers and other areas where people generally gather. Visual distance cues will be marked on the floor outside of restrooms, at the front desk and other areas where people may need to wait to gain entry.

Cleaning

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, breakrooms, lunch rooms and meeting rooms. These duties will be performed by building custodial staff. Staff will be provided all necessary cleaning supplies, personal protective equipment, and will be trained in cleaning and disinfecting procedures.

Designated cleaning staff will be required to disinfect surfaces between each event. Cleaning staff will be provided adequate time to disinfect all bathroom surfaces (toilets, sinks, counters, door handles), handwashing stations, and bleacher surfaces before any guests arrive at the next event.

- Cleaning staff will be provided with Hillyard Q.T. Plus , which is on the EPA List N – Registered Antimicrobial Products for use Against Novel Coronavirus SARS-CoV-2. Instructions for using this product are below: The product must remain wet on the surface for ten (10) minutes.
 - The Safety Data Sheet (SDS) states that the PPE is required and includes chemical resistant gloves and goggles
 - The SDS is available to staff on the Eden Prairie Schools website
 - The containers are pre-labeled with Globally Harmonized System (GHS) compliant labels
 - Staff have received training on good cleaning practices and Employee Right-to-Know
 - Records are located in the district office

When technology items require cleaning, 70% alcohol wipes will be utilized to prevent damage to the equipment.

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread. The District accomplishes this through routine cleaning of high touch points, per CDC guidelines.

Internal custodial staff who complete routine cleaning follow these recommendations:

1. Wear required PPE.
2. If the surface is visibly dirty, clean using soap and water.
3. Disinfect surfaces using disinfectant provided and paper towels and or disposable scrub pads. The product needs to remain wet on the surface for the designated amount of time.
4. Use a garbage bag for your waste. When full, place garbage in the dumpster.
5. Remove gloves, then wash hands thoroughly with warm water and soap for at least 20 seconds.

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.

Personal Food and Drink

To help stop the spread and protect our visitors and staff, Shared/communal food and/or drink is not permitted on school property (buildings and grounds). Only food provided by District Food and Nutrition Services is permissible.

Screening and Procedures

District and program staff will be required to complete a self assessment at home immediately before leaving for work. If they are experiencing any symptoms of COVID-19 they will be required to remain home and should contact their healthcare professional. Staff may return to work when they meet the conditions outlined in the section Returning to the Facility after Illness.

Self-Assessment

Individuals or anyone in their immediate family (living in the same home) reporting the following symptom(s) will not be permitted into building and will be asked to return home:

- A fever (100.4 or higher) within the last 72 hours
- A cough or sore throat
- Shortness of breath
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- New loss of taste or smell
- Had direct household contact with a person experiencing undiagnosed symptoms
- Diarrhea and/or vomiting in the last 24 hours

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. All employees have been informed to monitor for fever, cough, shortness of breath, and any other related symptoms. If they exhibit symptoms they are being told to stay home and use sick leave. Posters are placed throughout all locations reminding employees as well as district wide communication and video reminding employees of this protocol. Employees who are sick with symptoms will notify their supervisor and human resources. We have identified areas for staff to quarantine if they are exhibiting symptoms at work.

Eden Prairie Schools 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. Employees have sick leave banks to access and have access to the Families First Coronavirus Response Act leave time. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented. If an employee has an underlying health condition and it is feasible for that employee to work from home they are encouraged to do so.

Eden Prairie Schools 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. Employees will be notified of a potential exposure when that exposure includes a time period of 48 hours before the onset of symptoms AND the employee was less than six feet away from the employee for a period of 15 minutes or longer. Those employees with a potential exposure will be notified by their supervisor.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. The school district will continue to follow all the requirements outlined in HIPAA and state statute.

Illness Tracking

Organization/Group leaders will be required to keep rosters, take attendance and keep attendance records at all activities should the information be needed by healthcare professionals for tracking purposes.

Returning to the Facility after Illness

If you or someone in your household is having respiratory symptoms (cough OR sore throat OR difficulty breathing) and no test was done to confirm diagnosis you may return to the facility when these three (3) things have happened:

1. Fever free for at least 72 hours without the use of fever reducing medication AND
2. Other symptoms have improved AND
3. At least 10 days have passed since your symptoms first appeared

If you or someone has/had lab confirmed COVID-19 you can return when these three (3) things have happened:

1. Fever free for at least 72 hours without the use of fever reducing medication AND

2. Other symptoms have improved AND
3. You received two negative tests in a row, 24 hours apart (or per your doctors recommendation in written format)

Communications and Training

This plan is available to the public on the Eden Prairie Schools website and relevant information will be communicated to program participants with their official permit. Permit holders, organizations and their members who do not want to abide by these procedures may cancel their reservation at any time without penalty. Visitors are encouraged to share safety concerns with district staff. Non compliant groups may be asked to leave the premises and may be prohibited from reserving district facilities in the future. Organizations requesting use of district facilities may be asked to provide the school district with their COVID-19 preparedness plan.

For more information, visit Coronavirus Disease 2019 (COVID-19) (health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903

Eden Prairie Schools appreciates the entire community's support during the pandemic. Questions about the COVID-19 Preparedness Plan should be directed to Jason Mutzenberger, Executive Director of Business Services.