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## **Safe Return to In Person Learning**

**St. Paul City School** is committed to providing a safe and healthy school for all our staff and students. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our schools, and that requires full cooperation among staff and management. Only through this cooperative effort can we establish and maintain the safety and health of our staff and schools.

Due to the nature of this pandemic, the details of this plan may need to change or be revised as needed. This plan is effective as of **April 5, 2021**. It will be updated as needed.

School administrators and staff are responsible for implementing and complying with all aspects of this Preparedness Plan. **St. Paul City School** administrators and supervisors have our full support in enforcing the provisions of this policy.

**Dr. Meg Cavalier** been named as the Program Coordinator. Any questions or concerns should be brought up to her.

Our staff and students are our most important assets. We are serious about safety and health and keeping our staff working at **St. Paul City School**. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staffs in this process by having an open-door policy so staffs can express concerns at any time. Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- ensuring sick staff and students stay home and prompt identification and isolation of sick persons;
- social distancing – staff must be at least six-feet apart;
- staff hygiene and source controls;
- school building and ventilation protocol;
- school cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

### Learning Scenarios

St. Paul City School will be utilizing the following learning scenario:

**Scenario:** *In-person/hybrid*. The school will create as much space between students and teachers as is feasible during the day but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. Activities and extracurricular programming should continue to follow the COVID-19 Prevention Guidance for Youth and Student Programs ([www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf)). This scenario will only be implemented if state COVID-19 metrics continue to stabilize and/or improve.

### Screening and policies for staff exhibiting signs and symptoms of COVID-19

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

**St. Paul City School** has implemented leave policies that promote staff and students 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. **A separate policy for leaves is available and can also be found in the employee handbook and includes a Family First Coronavirus Response Act (FFCRA) Policy.** Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented. **A copy of this can also be found in the employee handbook.**

## Reporting

Staff, students and visitors who report to the school will be given a daily health screening. This will include a temperature check. Anyone reporting symptoms of COVID-19 or having exposure to someone who has tested positive to COVID-19 or is suspected to have COVID-19 should stay at home and contact his/her supervisor and the coordinator immediately. If a staff member calls in from home and informs the school that they have a confirmed COVID-19 case or a member of their family does, that staff member will be instructed to stay home and monitor symptoms until further notice. For anyone who becomes sick at work, that staff member will be separated from other staff, and sent home immediately until further notice. Employees who have symptoms and are out are not penalized for their absence.

## Daily Staff and Child Screenings

- Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness should not be admitted to the school. Parents will be encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. All students will be screened upon arrival.
- Designated and trained staff will be conducting temperature screenings and will be provided with the appropriate personal protective equipment (PPE) and social distancing or physical barriers may also be used to minimize exposures due to close contact to a child or staff member who has symptoms during screening.

## Visitors

Any visitors, including parents, will also be subject to the health screening upon entry into the building.

**St. Paul City School** has also implemented a policy for informing staff and students if they have been exposed to a person with COVID-19 at school and requiring them to quarantine for the required amount of time. Staff, students and parents will be informed as soon as the information is available.

- If there was a staff member or student with a confirmed case of COVID-19, the coordinator will work with them via the phone to trace their steps at work to help determine who they were in contact with and therefore who they potentially exposed.

- All staff who were in contact with someone who has a confirmed case of COVID-19 will be instructed to go home and self-isolate until further notice. They are also encouraged to contact medical professionals to determine the best course of action.
- All staff who were in contact with someone who is now showing signs of sickness or who is suspected of being exposed to COVID-19 will be instructed to either closely self-monitor or go home until further notice.

In addition, a policy has been implemented to protect the privacy of staff health status and health information. All health screening information and/or forms will be stored in secure files by Human Resources. Any other private information will be stored and secured in staff personal files.

#### Handling suspected or confirmed positive cases of COVID-19

- St. Paul City School has designated **the Executive Director** as the COVID-19 Program Coordinator, who will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases. All school staff and families will have this information available to them.
- Staff and families are to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days in a manner that is consistent with applicable laws and privacy policies, including the Family Educational Rights and Privacy Act (FERPA). Staff and families should report through the **school's main phone number and notify the Executive Director.**
- Signage will be posted at the main entrance(s) requesting that people who have been symptomatic not enter the building.
- St. Paul City School will follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (see attachment below) to determine when a student or staff member may return to school following illness or COVID-19 testing.
  - It is not required for students or staff members to have documentation of a negative viral test or a letter certifying release from isolation in order to return to school, but they must follow MDH guidance regarding when to return to school.
- A dedicated space for symptomatic people who are waiting to go home will be near the main office. This space will be distinguished from areas where student health services will be delivered to those who are well and need routine types of care (e.g., medication administration or first aid).
  - The designated space should accommodate social distancing of at least 6 feet for multiple people if needed.

- The space will follow all cleaning processes for the dedicated space between uses and as needed.
  - Staff who are monitoring the student or staff member with symptoms must wear a cloth face mask and practice social distancing. The space used for isolation will be closed off after the ill person leaves. A 24-hour waiting period will be implemented before the room is cleaned and disinfected. If 24 hours is not feasible, the staff cleaning the room should wait as long as possible. Outside doors and windows will be opened if possible and ventilating fans will be used to increase air circulation in the area.
- Symptomatic people will be immediately isolated in the designated space at school and sent home.
- St. Paul City School will ensure that symptomatic students who are waiting to be picked up remain under the visual supervision of a staff member who is at least 6 feet away. Both the symptomatic student and the supervising adults should wear a face covering or a surgical mask.
- Cleaning and disinfecting procedures will follow the COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs ([www.health.state.mn.us/diseases/coronavirus/schools/clean.html](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)).
- Transporting an ill student or staff member home or to medical care if needed will be facilitated by the school through notifying parents to pick up any students. Staff will be released to go home on their own. If they need transportation, the school will reach out to family members for assistance.
- MDH will be notified of any confirmed COVID-19 cases among students and staff (as required by Minnesota Rules, Chapter 4605.7050). An MDH inbox has been established for school COVID case reporting: [health.schoolcc.followup@state.mn.us](mailto:health.schoolcc.followup@state.mn.us).
- Staff, families, and the public will be notified as needed if a person with COVID-19 was on the school premises while infectious will be done in coordination with local health officials while maintaining confidentiality in accordance with FERPA and all other state and federal laws. Information will be distributed through letters, email, the school's phone call system, and the school's website as needed.

### Scenarios

Please note, this information may be subject to change as the CDC and MDH update their guidelines and recommendations for schools. MDH will work with the school to determine the level of risk for all scenarios.

Note: \*\*The term "close contact" is used several times in the answers below. Close contact is currently defined by the Centers for Disease Control (CDC) as someone who

was within six feet of an infected person for at least 15 minutes cumulative starting from 48 hours before illness onset.

### *Staff*

- If a teacher tests positive for COVID-19 are they required to quarantine for 14 days?
  - No, the current Minnesota Department of Health (MDH) guidelines indicate that in this scenario the teacher would need to stay home at least 10 days since symptoms first appeared and until they have no fever for at least 24 hours without medication as well as improvement of other symptoms.
- What if someone who lives in the same house as a teacher (or staff member) tests positive?
  - A staff member who lives in the same house as someone who tests positive for COVID-19 will need to quarantine for 14 days AFTER THEIR LAST CONTACT with the ill person. If the staff member cannot stay separate from the ill person (perhaps they are the parent and need to care for the child) then they have to quarantine for 14 days AFTER the ill person is deemed non-contagious, which is 10 days after they started showing symptoms AND 24 hours after they are fever-free and symptoms have improved.

### *Students / Family of Students*

- What if a student in your child's class tests positive? What if your child tests positive? Does every other student and teacher get notified that they have been quarantined? Do we all get notified who is infected and when?
  - HIPAA guidelines prohibit school districts from identifying who the student/staff member is who has tested positive. In each situation, MDH will work with the school district to be as clear as possible about risk levels and will assist with communication to families but will not identify the person who tested positive or potential exposure date.
- What if a student's family member tests positive but not the student? Does the teacher have a paid quarantine? Do the students in the classroom quarantine? Do the nutrition staff quarantine because they were in contact with the student?
  - In this scenario, even if the student had a negative test, that student still had close contact with a COVID positive person and should be quarantining for 14 days.
  - The other classroom students, teacher and nutrition staff in this scenario did not have close contact with the COVID positive person, so they would not need to quarantine.
  - Questions regarding compensation, sick time, etc. will be managed by the Human Resources Department and will be communicated to teachers and staff.

### *Bus Drivers*

- What happens if a bus driver tests positive? How will parents of students on each of the routes be informed?
  - The contracted bus company will notify St. Paul City School immediately if a bus driver tests positive. MDH will work with the school for additional guidance to contact families as needed.
- If a bus driver tests positive, do they quarantine for 2-3 weeks?
  - Anyone with a positive COVID test would need to stay home at least 10 days since symptoms first appeared and they have no fever for at least 24 hours without medication.
- Do each of the students who have ridden with a bus driver who tested positive have to quarantine as a precaution?
  - If the students had close contact with the driver, then MDH will work with the school to contact families, and the children will be asked to quarantine for 14 days.

### Social distancing

Social distancing is being implemented in the school through the following engineering and administrative controls. The school will create as much space between students and teachers as is feasible during the day but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. Staff, students and visitors are prohibited from gathering in groups and confined areas, and from using other staff's personal protective equipment, phones, computer equipment, desks, cubicles, workstations, offices or other personal items and equipment. Where feasible, floor markings made of non-skid materials will be placed six feet apart in areas that may see congestion, such as outside of restrooms, at communal sinks, and in offices. If needed, the use of transparent dividers (e.g., plexiglass) may be used to separate people in any area of the school.

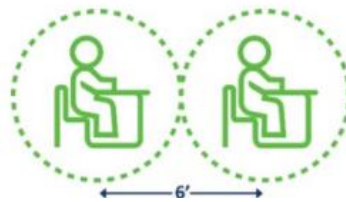
### Common Spaces

Common spaces such as conference rooms, break rooms, computer lab, library and lunchrooms will have limited usage and capacity may also be limited. When using such rooms, please respect social distancing measures and maintain at least 6 feet of space between each other when possible.

One-way routes in hallways will be used, where possible, and the school will encourage social distancing in hallways and common areas.

### Classrooms

Classrooms will be arranged to allow staff and volunteers to practice social distancing as much as possible. Desks will be turned to face in the same direction (rather than facing participants) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing). Social distancing guidance will support a 3-foot radius around each participant, resulting in a 6-foot total distance between any two people.



Visual aids (e.g., painter's tape, stickers) will be used to illustrate traffic flow and appropriate spacing to support social distancing.

### *Cohorts*

Cohorting forms groups (or pods) of students, and sometimes teachers or staff, that stay together throughout the school day to minimize exposure for students, teachers, and staff across the school environment. The school will develop and keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day to day in order to limit mixing between cohort groups as much as possible (e.g., during lunch in the cafeteria, bathroom breaks, arrival and dismissal, free periods, recess, etc.).

### Playgrounds / Outdoor Play

Outdoor play will be in staggered shifts. If/when multiple groups are outside at the same time, they should have a minimum of 6 feet of open space between outdoor play



areas or visit these areas in shifts so that they are not congregating. All staff and children will wash hands immediately after outdoor playtime. Groups will be kept together and will be maintained the from day to day. This will help reduce potential exposures and may prevent an entire program from shutting down if exposure occurs.

Efforts will be made to teach and facilitate games that limit physical contact, including:

- relays,
- red light/green light,
- obstacle courses based on activities rather than equipment, etc.
- walking and running clubs or dance competitions.
- track and field type of events (e.g., long jump).
- playground rotating circuit challenges – individual activity stations.

### Lunchrooms

Student lunchrooms and/or cafeterias will remain closed and only used for food preparation and staging. All food will be prepackaged and serviced in individual classrooms.

### Visitors

Visitors will be required to check in each time they enter the school. Visitors will also be asked to complete the health screening as well as wash and/or sanitize their hands upon entering the school. Visitors will be required to wear any PPE that the school is requiring including face masks/covers and/or gloves.

### Hygiene and source controls

#### Handwashing

Basic infection prevention measures are being implemented at our schools at all times. Staff and students 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 toilet. All visitors to the school will be required to wash their hands or use sanitizer with greater than 60% alcohol prior to or immediately upon entering the school. Soap will be provided in all bathroom and kitchen facilities in the building. Hand sanitizer with at least 60% alcohol will also be provided throughout the school as needed. Supplies will be monitored and refilled as needed. **Signage from the CDC on proper handwashing etiquette will be posted near all handwashing sinks. (see example below)**

### Respiratory etiquette: Cover your cough or sneeze

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, their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash 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, students and visitors. **Signage from the CDC about respiratory etiquette will be posted throughout the school. (see example below)**

### Face Coverings

All staff, students and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected. A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering in certain situations. Face coverings should not be placed on anyone under age 2.

The State of Minnesota will provide the following supplies to all public schools:

- Every K-12 student will receive one cloth face covering.
- Every school staff member will receive one cloth face covering.
- Every school will receive three disposable face masks per student.
- Every school will receive face shields for all licensed teachers and 50% of non-licensed staff.

### *General Requirements (Per Executive Order 20-81):*

- All staff, students, and visitors shall wear face coverings when in the building.
- Signage that is visible to all persons—including staff, students, and visitors— will be posted at all entrances and throughout the school instructing them to wear face coverings as required by Executive Order 20-81.
- When possible, accommodations will be provided to persons, including staff and students, who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering.
- Accommodations could include permitting use of an alternate form of face covering—a face shield, for example—or providing service options that do not require a customer to enter the business.
- Staff should not enforce face covering requirements when it is unsafe to do so.
- Staff will not restrain, assault, or physically remove staff or students who refuse to comply with Executive Order 20-81 when it would not otherwise be legal to do so.

*Face coverings will be required for all staff, students and visitors:*

- In all indoor spaces of the businesses, including when waiting outside to enter the building prior to entry.
- When working outdoors in situations where social distancing cannot be maintained.

*Acceptable types of Face Coverings*

- Types of face coverings can include:
  - a paper or disposable mask,
  - a cloth mask,
  - a neck gaiter,
  - a scarf,
  - a bandanna, or
  - a religious face covering.
- The face covering must cover the nose and mouth completely.
- Any mask that incorporates a valve that is designed to facilitate easy exhaling, mesh masks, or masks with openings, holes, visible gaps in the design or material, or vents are not sufficient face coverings because they allow droplets to be released from the mask.
- A face covering is not a substitute for social distancing but is especially important in situations when maintaining at least a 6-foot distance from other individuals who are not members of the same household is not possible.
- Face shields (a clear plastic barrier that covers the face) may not provide the same source control for droplets as face masks, but they may be an option in situations where wearing a face mask is problematic. For optimal protection, the shield should extend below the chin and to the ears, and there should be no exposed gap between the forehead and the shield's headpiece.

*Persons exempted from the face covering requirement include:*

- Persons who have medical or other health conditions, disabilities or mental health, developmental, or behavioral needs that make it difficult to tolerate wearing a face covering.
- Any person who has trouble breathing, is unconscious, sleeping, incapacitated, or is otherwise unable to remove the face covering without assistance.
- Persons at their school when wearing a face covering would create a safety hazard to the person or others as determined by local, state, or federal regulators or school safety guidelines.
- Alternatives to masks such as clear face shields may be considered for those with health conditions or situations where wearing a mask is problematic. Face shields may also be used as an alternative to face coverings.

*Face covering can be temporarily removed:*

- While eating or drinking, if you can maintain 6 feet of physical distance from others who are not a member of the same party.
- When someone asks to verify an identity for lawful purposes, such as when ordering an alcoholic beverage or entering certain events.
- While communicating with someone who is deaf or hard of hearing, or who has a medical condition, disability, or mental health condition that makes communication with that individual while wearing a mask difficult, provided that social distancing is maintained to the extent possible between persons who are not members of the same household.
- When alone, such as when working in an office or a cubicle with walls higher than face level when social distancing is maintained, in an enclosed indoor area, in a vehicle, or in the cab of heavy equipment or machinery.
- In such situations, staff should still carry face coverings to be prepared to wear when no longer alone.

### Food / Water

There shall be no use of communal food storage areas such as the refrigerator, microwave. Staff should bring their own food and receptacles including utensils and beverage holders and take them home each day and wash them. There will be no sharing of food items such as pizzas, buffets or group lunches. This also includes use of the communal coffee. Staff should eat away from others by eating at their desks, outside or in their vehicles or social distancing throughout the workspace.

It is encouraged that staff and students to bring their own water, use cups, or other alternative procedures to minimize use and touching of water fountains.

In order to avoid sharing communal food spaces, teachers may have the option of having their own microwave, small refrigerator or coffee pot in their classroom at this time.

### Students

At this time, the cafeteria will be closed for dining and will be used for staging meals. Both breakfast and lunch will be pre-packaged by food service and served in the classrooms. Food service will monitor any food allergy concerns and/or accommodations.

There will be contactless pick up and/or delivery of meals and school materials for days that students and staff are not in the school building.

### School cleaning / Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, printers, etc. **Commonly touched items such as these will be cleaned accordingly. See School Disinfecting Schedule below.** All staff should clean up after themselves when using common items as well as their own equipment at their desks as well as after using the restrooms.

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.

### Classrooms

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load for staff. During this time, rugs and all other non-standard furniture (couches, chairs, bean bag chairs, etc.) will not be allowed in the classroom as they present cleaning challenges. Markings will be placed on the floors and walls, indicating 6 feet for desk spacing. Classroom surfaces and objects that are frequently touched, especially toys and games will be routinely cleaned and sanitized. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, and cubbies. During this time, toys or other items in classrooms that cannot be cleaned and sanitized will not be used.

All cleaning materials should be kept secure and out of reach of children. Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.

### Computer Lab

When using the computer lab, students and staff will be appropriately spaced and there will be no sharing of equipment. Equipment, tables, desk and chairs will be disinfected after each use.

### Library

Staff and students will maintain social distances and tables and chairs and other frequently touched items such as carts will be disinfected throughout the day.

### Gym & gym equipment

Gym classes will be done outside when weather permits. When gym equipment is used, it will be placed in a dirty/used bin after each use, and staff will clean the equipment and the bin at the end of the day, prior to putting it away.

### Playground equipment

Per CDC recommendations, outdoor areas like playgrounds require normal routine cleaning, but do not require disinfection. Our focus will be on cleaning plastic or metal high-touch surfaces where hands frequently make direct contact like grab bars and railings between groups of children. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended. Daily routines for cleaning playground equipment have been established for such items as rubber balls, jump ropes, etc. Children will be educated about how to care for equipment when they start and end play. Containers will be labeled for clean, unused playground equipment and for equipment that needs to be cleaned. The labeling system may be color coded or labeled with simple symbols so children of all ages can help with this daily activity.

See chart below for specific details. Note - chart does not include every possible item that may need to be cleaned and disinfected on a regular basis.

### **School Disinfecting Schedule**

<b>Location/Space</b>	<b>How often to disinfect</b>	<b>Who's Responsible</b>	<b>Comments</b>
<b>Common Areas</b>			
Door handles	4 times per day	Custodians/staff	
Light switches	2 times per day	Custodians/staff	
Counters / Tabletops	2 times per day	Custodians/staff	

Hand sanitizer stations	2 times per day	Custodians/staff	
Vending machines	4 times per day	Custodians/staff	
Electronic Door Assist Buttons	4 times per day	Custodians/staff	
<b>Classrooms</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Counters / Tabletops	2 times per day	Staff	
Cabinet handles	2 times per day	Staff	
Toys/games	After each use	Staff	
Desks	Daily	Staff	
Chairs	Daily	Staff	
Sinks / Faucets	2 times per day	Staff	
Hand sanitizer stations	Daily	Staff	
<b>Office/Lounge Areas</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Microwave	After each use	Staff	
Refrigerator handles	Daily	Staff	
Desks	Daily	Staff	
Chairs	Daily	Staff	
Counters / Tabletops	2 times per day	Staff	
Cabinet handles	2 times per day	Staff	
Copy machine/printer	After each use	Staff	
Phone	After each use	Staff	
Visitor sign-in areas	After each use	Staff	Bins for clean & dirty pens
<b>Bathrooms</b>			
Door handles	4 times per day	Custodians	
Light switches	2 times per day	Custodians	
Faucets	4 times per day	Custodians	
Toilets	4 times per day	Custodians	
Stall doors	4 times per day	Custodians	
Soap dispensers	4 times per day	Custodians	
Paper towel dispensers and/or hand dryers	4 times per day	Custodians	
Mirrors	2 times per day	Custodians	
<b>Library</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Table surfaces	After each use	Staff	
Chairs	After each use	Staff	
Keyboards & mouse	After each use	Staff	
Carts	After each use	Staff	

<b>Computer Lab</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Keyboards & mouse	After each use	Staff	
Table/desk surfaces	After each use	Staff	
Chairs	After each use	Staff	
<b>Gym</b>			
Door handles	4 times per day	Staff	
Light switches	2 times per day	Staff	
Equipment	After each use	Staff	Have bins for clean & dirty
<b>Playground</b>			
Grab bars	2 times per day	Staff	
Slides	2 times per day	Staff	
Swings	2 times per day	Staff	
Other equipment	After each use	Staff	Have bins for clean & dirty

### School building and ventilation protocol

Operation of the building in which the school is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning (HVAC) systems. **St. Paul City School** has updated the HVAC system to include UV ionization systems. The maximum amount of fresh air is being brought into the school, 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. MDH guidelines will be followed.

### Parent drop-off and pick-up practices and protocol

- Hand hygiene stations will be set up at the entrance(s) of the school, so students and parents or other visitors can clean their hands before they enter. Hand sanitizer with at least 60% alcohol will be provided next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. When possible, sign-in stations will be outside or in the entryways, and sanitary wipes for cleaning pens between each use will be provided or "clean" and "used" bins will be available to pens.
- When possible, arrival and drop off times may be staggered to limit direct contact with parents as much as possible.
- Childcare providers will greet children outside as they arrive.



- A parent will be designated to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
- Infants should be transported in their car seats.
- It is recommended that the same parent or designated person should drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-19.

### Vehicles/Transportation

Ridesharing is prohibited. Any vehicle that may be shared shall be sanitized prior to each driver using that vehicle. All commonly touched surfaces in the vehicle must be sanitized thoroughly before and after each use. If for any reason, two or more staff must share a vehicle for work purposes, masks must be worn while in the vehicle.

### Busing

The number of people on transportation vehicles may be limited in occupancy per MDE and MDH guidelines. Sufficient social distancing will be maintained with at least 6 feet between people when possible (e.g., one student per seat (households may sit together)), one seat between students). Students will be advised to load the bus from back to front. Face covering or face shield are required in all district buses and vehicles. Hand sanitizer will be available on all buses for students and staff. When possible, windows and roof hatches will be opened (weather permitting) to maximize air circulation. Buses and other vehicles will be disinfected between each school trip (handrails, seat backs, doors). All buses will be sanitized with an electrostatic sprayer at the end of each day.

### Travel

No out of state business travel will be allowed without management approval. Any out of state travel, business or personal, by staff or contractors must be reported to management prior to travel. Depending on the location of travel, it may require the staff or contractor to remain at home and work remotely for 14 days before returning to the office.

### Communications and training practices and protocols

This Preparedness Plan was communicated verbally to all staff and necessary training was provided. Additional communication and training will be ongoing via verbal, written

and digital communication, and provided to all staff who did not receive the initial training. Administrators are to monitor how effective the program has been implemented by conducting frequent audits of the plans. Administrators and staff are to work through this new program together and update the training as necessary. This Preparedness Plan has been certified by **St. Paul City School** administration and was posted on the district website. It will be updated as necessary.

Instructions will be communicated to all staff, including staff, temporary staff, staffing and labor-pools, independent contractors, subcontractors, vendors and outside technicians as well as students, parents, guests and visitors about protections and protocols, including: 1) social distancing protocols and practices; 2) parent drop-off and pick-up; 3) practices for hygiene and respiratory etiquette; 4) recommendations or requirements regarding the use of masks, face-coverings and/or face-shields by staff, students and visitors. All staff, students, guests and visitors will also be advised not to enter the school if they are experiencing symptoms or have contracted COVID-19.

### Signage

Posters will be present within the school, including at the following locations:

- At handwashing sinks to remind building occupants of good handwashing practices
- On entry doors to remind people who have symptoms not to enter
- At entries notifying people of the screening methods
- On floors and walls as reminders to maintain social distancing
- At entries notifying people that face coverings are required

### Additional protections and protocols

Other conditions and circumstances addressed in this plan that are specific to our school includes:

- additional protections and protocols for managing occupancy;

The total occupancy of each room will be posted outside of each room.

Certified by:

**Dr. Meg Cavalier**

**Executive Director**