

# FALL 2020

## HEALTH & SAFETY ROADMAP



**JORDAN PUBLIC SCHOOLS**

JORDAN | MINNESOTA

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# COVID-19 HEALTH AND SAFETY ROADMAP INTRODUCTION

Jordan Public Schools is committed to providing a safe and healthy workplace for all our staff, students, and visitors. To ensure we have a safe and healthy workplace, the Jordan Public Schools has developed the following COVID-19 Health and Safety Roadmap in response to the COVID-19 pandemic. Administration and staff 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.

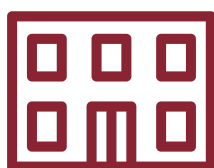
The Jordan Public School District's COVID-19 Health and Safety Roadmap follows the industry guidance developed by the state of Minnesota, available at the [Stay Safe Minnesota](#), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines 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 students or staff stay home and prompt identification and isolation of sick persons;
- social distancing – students or staff must be at least six-feet apart;
- students or staff hygiene and source controls, including face coverings;
- building and ventilation protocol;
- cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

This roadmap is a working document to be updated as changes occur. It summarizes the methods Jordan Public Schools will utilize in all three scenarios.

# LEARN MORE ABOUT EACH LEARNING MODEL

The learning scenarios, as required by the Minnesota Department of Education (MDE) are listed below. The Jordan Public Schools will start Fall 2020 in a Hybrid “Base Learning Model.” Regardless of which of the three models we are utilizing, *Jordan Virtual Academy* will be a new option for families this year. Any of these scenarios may be implemented during the school year depending on guidance from the state and public health agencies.



## SCENARIO 1: In-Person Learning

In-person learning for all students. Create as much space as feasible between students and teachers; the district will not be held to strictly enforcing 6 feet of distance between individuals.



## SCENARIO 2: Hybrid Learning

Hybrid model with strict social distancing and capacity limits. Schools must limit the overall number of people in the school facilities and on transportation vehicles to 50% maximum occupancy. Social distance of at least six feet between individuals must occur at all times.



## SCENARIO 3: Distance Learning

This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person or hybrid learning.



## NEW OPTION: Virtual Academy

Families can register their child(ren) to participate in the *Jordan Virtual Academy*, an online distance learning alternative to enrolled students who may be medically vulnerable or otherwise unable or unwilling to return with scenario 1 (in-person) or (scenario 2) hybrid learning.

# COVID-19 RETURN TO SCHOOL TASKFORCE

Jordan Public Schools has formed a taskforce to work on the modifications needed for the upcoming school year. The taskforce includes the following people and groups.

## DISTRICT LEVEL LEADERSHIP TEAM MEMBERS

### Ranae Case Evenson

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## EXPANDED FEEDBACK

Jordan Staff  
Jordan Community  
Health & Safety Committee  
Jordan School Board

## HERE TO HELP

**COVID-19 District Coordinator:** Chad Williams, Director of Special Services

**COVID-19 District Health Coordinators:** District nursing personnel – responsible for coordinating with local health authorities regarding positive COVID-19 cases and specific COVID-19 health questions.

**COVID-19 Building Program Coordinators:** The building principals will serve as COVID-19 Building Program Coordinators – will communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with staff, students and their families, school and district leadership, and local health officials.

## Communication Methods

The District will release regular communication updates in one or more of the following ways:

- Email, Text, Voice Messaging
- Website
- Electronic Newsletters
- Social Media (Facebook and Twitter)

Continued updates and archived communications can be found on the district "Fall 2020" webpage > [jordan.k12.mn.us/fall2020](https://jordan.k12.mn.us/fall2020)

Written documentation will be available at the District Office for parents who do not have internet access.

Families should always keep their most current contact information updated in the [Parent Portal on Infinite Campus](#) (our student information system). With questions, please contact the District Office at 952-492-6200.

Posters will be present within the facility, 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

Message templates have been assembled for:

- School cancellations due to a known or suspected case of COVID-19 in district facilities

## Mental Health & Wellness

The COVID-19 pandemic is causing stress, fear, and anxiety for many people. The District will provide staff, families, and students (age-appropriate) with information on how to access resources for mental health and wellness.

Staff will have access to continued Mindfulness Training to support personal and student wellness. Additionally, K-8 students will have access to Social and Emotional Learning Resources through SAEBERS within the FASTBridge Learning Suite. Advisory and homeroom teachers grades K-12 will support SEL through relationship and community building in the learning environment.

Jordan Public Schools has mental health professionals available in each building. Their contact information can be found on our [Family Supports website \(www.jordan.k12.mn.us/familysupports\)](https://www.jordan.k12.mn.us/familysupports).

# SCREENINGS

We learn more about COVID-19 every day, and as more information becomes available, CDC will continue to update and share information. As our knowledge and understanding of COVID-19 evolves, this guidance may change. However, based on the best available evidence at this time:

- **CDC does not currently recommend universal symptom screenings** (screening all students grades K-12) be conducted by schools.

As such, Jordan Public Schools will follow these guidelines and **will not** screen students or staff entering the buildings.

## Staff and student should self-screen each day

**The District expects students and their parents, as well as staff members, to conduct self-screening before entering any district facility.** Students who are sick should not attend school in person.

- Signage will be posted on building entrances with symptoms of COVID-19 to look out for.
- A self-screening infographic will also be available on our website and our smartphone app for families and staff to reference.
- Reference our [COVID-19 Health Protocols website](#) for self-screening tool and reporting methods.

## Daily Home Screening

The following symptoms indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

### SECTION 1: Symptoms

- Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students/staff with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

### SECTION 2: Close Contact/Potential Exposure

- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19



- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#)
- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open

[CDC Screening Guidance](#) (updated: August , 2020)

## Decision Flowchart: COVID-19 Response Protocols

Families, students, and staff will have access to decision flowcharts which will inform COVID-19 response protocols. The role of the student, parent/guardian, and district staff will be visually represented.

- [STUDENT FEELS SICK](#): Decision Flowchart
- [STUDENT CLOSE CONTACT WITH CONFIRMED CASE](#): Decision Flowchart
- [EMPLOYEE FEELS SICK](#): Decision Flowchart
- [EMPLOYEE CLOSE CONTACT WITH CONFIRMED CASE](#): Decision Flowchart

# REPORTING METHODS

Jordan Public Schools will request parents, guardians, and staff to self-report if they or their student(s) have COVID-19 symptoms, a positive test, or have been in close contact with someone with COVID-19.

**If students develop symptoms of COVID-19**, parents should do the following:

1. **Do not** bring symptomatic students to school. They must stay home.
2. Call the applicable school's attendance line to inform staff of the absence and reasoning.
  - a. Elementary School Attendance: 952-492-4444
  - b. Middle School Attendance: 952-492-4477
  - c. High School Attendance: 952-492-4488
3. Have their child tested for COVID-19 at their personal medical facility or a COVID testing site as soon as possible.
  - a. [To find a testing location](#) view the MDH website.
  - b. With additional questions, call the MDH Helpline: call 651-297-1304 or 1-800-657-3504, Mon – Fri: 9 am to 4 pm
4. Report results of testing to the district nursing staff.

**If district employees show symptoms of COVID-19**, they should do the following:

1. **Do not** report to their shift at their building. They must stay home.
2. Notify their supervisor immediately of their absence and reasoning.
3. Place work absence information in Aesop.
4. Get tested for COVID-19 at a medical facility as soon as possible.
5. Report results of testing to the district nursing staff.

## District Nurse contact:

Report results of testing to the district nursing staff by emailing [jordannurse@isd717.org](mailto:jordannurse@isd717.org) or calling 952-492-4232.

# HANDLING SUSPECTED OR CONFIRMED CASES

Jordan Public Schools will proceed as follows with suspected or confirmed cases:

- The person will be separated and held in the designated isolation area until they are able to be picked up by a parent or guardian
- While waiting they will be under visual supervision of a staff member
- Face masks will be worn by the staff member and person waiting (unless person is unconscious, has trouble breathing or is incapacitated).
- Cleaning steps outlined in the cleaning section will be followed, ensuring that communal spaces such as restrooms and copy rooms the person used are included
- MDH will be notified of confirmed COVID-19 cases of students or staff.

The district will contact parents or guardians of the student to transport an ill student home. If immediate medical care is needed, 911 will be called.

## When can an individual return to school?

If an individual is sent home from school with COVID-19 symptoms, they should notify their medical provider. In order to return to school, the following must take place:

1. Your child **sees** a healthcare provider and returns with a note stating they have been assessed AND:
  - a. are cleared to return to school
  - b. do not qualify for COVID-19 testing AND provide an alternative diagnosis
  - c. received a negative COVID-19 test AND provide an alternative diagnosis
2. Your child **does not see** a healthcare provider. The following must occur:
  - a. child MUST stay home from school for fourteen (14) days from when symptoms first appeared, AND

- b. child MUST be fever free for at least 24 hours without the use of fever reducing medication, AND
- c. all other symptoms have improved.

## IN THE EVENT OF A SCHOOL CLOSING

The district recognizes that the first priority is the health and safety of staff and students. If the situation ever occurs that a school or all schools need to be closed due to the threat of the Coronavirus, Jordan Public Schools intends to provide instruction in all affected grades through a distance learning model. This will require the full cooperation of students, staff, and parents to make this instruction meaningful and in compliance with the full expectations of Minnesota statutes.

If MDH recommends a school closure, it is unlikely that any other activities would be held in the building that is closed. JPS will be in consultation with MDH regarding whether or not staff will be allowed into a building(s) during a closure.

If a school or schools need to close, communication will be sent via the same channels we use when weather causes school or program closures - email, text, phone, social media and website.

### Teachers' responsibility if schools are closed

If schools are closed during a pandemic, teachers will receive communication regarding the expectation of working on-site or remotely. In addition, the district's Kids' Company/ECFE programs may also be closed except to Tier 1 Essential Workers.

- Staff will provide guidance and feedback on class work through emails to families (elementary) and Google Classroom (secondary).
- Teachers will also be accessible by email during regular school hours.
- If a staff member is not available during distance learning due to illness or a personal day, the teacher will communicate with the student/family within 24 hours of their return to work.
- Staff will provide appropriate and reasonable accommodations for students who are on 504 plans, IEP, and/or additional reasons appropriate to assist students in achieving the learning outcomes.
- Additional direction will be provided per supervisor.

## **Student expectations if schools are closed**

- Students with devices will log into the courses through the district's Learning Management System to access the educational activities and complete them.
- If needed, educational activities will be sent home prior to the school closure so that students can complete the educational activities through paper/written format. Guidance from teachers will be provided as outlined above.

## **Impact on Home-Based Programs, Homebound Instruction, or additional Services**

If schools are closed, the district's home-based programs or services will also be closed. No service will be provided for parents.

## **Community Education Services and Programs**

If the district schools are closed due to COVID-19, all programs and services sponsored by the district's Community Education programs will be assessed independently.

## **Community Education and Recreation Center (CERC)**

The CERC will remain open to members and daily use visitors. If people are ill or have been exposed to a COVID-19 positive individual, we ask that they stay home and do not come to the CERC. Additional cleaning procedures have been implemented and members and visitors are being asked to practice good personal hygiene techniques and to assist with the cleaning of equipment.

# STAFF LEAVE AND ACCOMMODATIONS

Jordan Public 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 based on options under the Family and Medical Leave Act, the Families First Coronavirus Response Act, or applicable ISD 717 work agreement.

Accommodations for staff with underlying medical conditions or who have household members with underlying health conditions have been implemented.

Jordan Public Schools will protect the privacy of workers' health status and health information.

## Substitute Teachers

When school remains open, the district will continue to work with Teachers On Call to provide substitutes for certified staff.

## Essential District Office Personnel during Shutdown

During an extended school shutdown, the Leadership Team will determine the district office essential employees that will be required to report to work according to our internal "Health and Safety Roadmap." Contingency plans will need to be made to cover critical functions if employees are sick and unable to work.

# STAFF / STUDENT EXPECTATIONS WHEN ON-SITE

## Social Distancing

Social distancing of at least six feet will be implemented and maintained between staff and students when possible through the following controls:

- The learning environments will be at 50% building capacity.
- Passing times and restroom breaks will be staggered.
- Floor and wall signage, markings and instructions will be used to address social distancing.
- Barriers and partitions will be used in high contact areas.
- Families will be encouraged to drive students to and from school to minimize capacity on buses.
- Face coverings / shields are required for all nonexempt staff and students.

## Hand Washing

Proper hand washing practices are very important to reduce the spread of any viruses. Posters will be placed at all sinks to remind everyone of good hand washing practices.

Hand sanitizer will be provided when available to all staff members for their desks and workspaces. Hand washing is more effective than hand sanitizer in reducing germs. However, in instances where handwashing is not readily available, hand sanitizer can be used. Visibly dirty or greasy hands should still be washed as soon as feasible. Custodial staff will check sanitizing stations after arrival time and again before dismissal time as well as during their night time cleaning schedule.

Teaching staff are expected to encourage proper hand washing with all students.

Hand sanitizing stations will be available at all entrances and exits being used on a daily basis at all buildings. Stations will be put outside at recess time.

# Face Coverings

All students, staff, and other people present in school buildings and district offices or riding on school transportation vehicles are required to wear a face covering. **NOTE:** [District Face Covering Procedure](#)

## Definition of face covering

- A face covering must be worn to cover the nose and mouth completely, should not be overly tight or restrictive, and should feel comfortable to wear. **The following are included in the definition of face covering:**
  - a. paper or disposable mask
  - b. cloth face mask
  - c. scarf
  - d. neck gaiter
  - e. bandana
  - f. religious face covering
  - g. medical-grade masks and respirators (*requires a OSHA Voluntary Respirator User Form available in Appendix B*)
- A face shield is a clear plastic barrier that covers the face and allows visibility of facial expressions and lip movements for speech perception. A face shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.
- Masks that incorporate a valve 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 exhaled droplets to be released into the air.

## Student specific

- Face coverings should align to building dress code guidance and district policies.
- Children 5 years of age and under are **not required** to wear a face covering/shield in a child care setting. All others are required unless exempt.
- **Regarding Kindergarteners:** Under the Executive Order, face coverings are generally required for all students, staff, and other people present in any kindergarten through grade 12 school buildings, district offices, or riding on school transportation vehicles. To provide a consistent, safe environment for students and staff, this requirement applies equally to kindergarteners, even those aged 5 or under.

## Exceptions and alternative

- Face coverings should not be placed on anyone under age 2, anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

- **A face shield may be used as an alternative to a face covering in the following situations:**
  - a. A student in grades kindergarten through eighth grade may wear a face shield when wearing a face covering is problematic.
  - b. A teacher of any grade level may wear a face shield when wearing a face covering may impede the educational process.
  - c. Staff, students, or visitors who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may wear a face shield instead of a face covering.
  - d. Staff providing direct support student services may wear a face shield instead of a face covering when a face covering would impede the service being provided.

## Temporary removal of face covering

- Staff, students, and other people present in school buildings or in district offices **may temporarily remove their face covering or face shield in the following situations:**
  - a. When engaging in classes or activities conducted outdoors, though people participating in these activities **should maintain six feet of distance** to the extent possible;
  - b. When engaging in indoor physical activity where the level of exertion makes wearing a face covering difficult, though people participating in these activities **should maintain six feet of distance** to the extent possible;
  - c. During activities, such as swimming or showering, where the face covering will get wet;
  - d. While receiving a service, including nursing, medical, or personal care services, that cannot be performed or is difficult to perform when the individual receiving the service is wearing a face covering;
  - e. Pre-kindergarten students age 5 years and younger participating in programming in a school building or district office;
  - f. When the wearer needs to remove their face covering to eat or drink, though care should be taken to maintain as much space as possible between people while doing so;
  - g. During indoor practices or performances involving singing, acting, public speaking, or playing musical instruments where a face covering cannot be used while playing the instrument, though people participating in these activities should maintain twelve feet of distance to the extent possible;
  - h. When required by school staff for the purposes of identification;
  - i. Staff working alone in their offices with their door closed (not including cubicles), classrooms, vehicles, or job locations that have no person-to-person interaction;
  - j. Staff working in communal spaces that have barriers such as Plexiglas or
  - k. When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes



communication with a face covering difficult, provided that social distancing is maintained to the extent possible.

**Mask Cleaning:** Masks are an additional step to help slow the spread of COVID-19 when combined with everyday preventive actions and social distancing in public settings. Learn more visit the CDC ["Washing Masks" website](#).

## Staff coverings provided

**One cloth mask and one face shield** will be provided for each staff member. Staff members can wear whichever is preferred or choose to provide their own preferred mask/shield.

## Student coverings provided

**One cloth mask will be provided for each student.**

- Students may prefer to provide their own.
  - Face coverings should align to building dress code guidance and district policies.
- Children 5 years of age and under **are not** required to wear a face covering/shield in a child care setting. All others are required unless exempt.
- **Regarding Kindergarteners:** Under the Executive Order, face coverings are generally required for all students, staff, and other people present in any kindergarten through grade 12 school buildings, district offices, or riding on school transportation vehicles. To provide a consistent, safe environment for students and staff, this requirement applies equally to kindergarteners, even those aged 5 or under.
- Additional disposable masks (child sized and adult sized) will be available as needed.

It is not recommended that masks be worn by anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance. They are also not recommended for children who cannot manage them on their own and are not to be used on children under the age of two years old.

\*\*The CDC does not recommend that N95 respirators be used by individuals at this time, other than healthcare workers with direct exposure to patients; however, employees may choose to wear these. When respirators are used voluntarily in the workplace, OSHA requires that a form with information about respirator use be signed by that individual (see Appendix B).

## Protecting Those at Higher Risk

Jordan Public Schools will accommodate the needs of students and staff who are at higher risk of serious illness from COVID-19. This includes honoring requests of parents who may elect to enroll in *Jordan Virtual Academy* due to an underlying medical condition of the student or others in their home.

# FACILITIES

## Visitors to the Building

To comply with current public health orders, Jordan Public Schools will be limiting non-essential building visitors.

- Parents and families will be allowed to drop off items to a designated non-contact table/drop box within the building entrance.
- Student drop-off and pick-up will occur outside the building, rather than inside.
- Unannounced vendors will not be allowed in the buildings without prior approval or a scheduled appointment.

## Ventilation Systems

Ventilation systems will be assessed to operate at maximum capacity and efficiency. Dampers are opened to bring in as much outdoor air as possible. Ventilation systems will be run 24/7.

## Floor Markings / Capacity

Floor markings made of non-skid materials will be placed in areas that may see congestion, such as classrooms, outside of restrooms, cafeteria spaces, at communal sinks, and in offices. Each learning space has been measured for occupancy.

# SPACE CONSIDERATIONS

## Classrooms

Classrooms will be limited to essential teaching tools. Limiting the number of personal items in the classroom will lighten the cleaning load of the custodial staff.

- During this time non-standard furniture (couches, fabric chairs, bean bags, etc.) will not be allowed in the classroom as they present cleaning challenges and may prohibit social distancing needs.
- Staff will assist custodial staff by picking up trash in classroom spaces and placing garbage and recycling in the appropriate area outside the classroom.
- Staff will ensure learning spaces are cleaned anytime a new student is new to the learning space.
- Teachers will be given appropriate cleaning supplies.

## Academic Lockers

- **JES:** Students will have periodic access to lockers/cubbies. Teachers will determine how students will access lockers to adhere to social distancing guidelines.
- **JMS:** In the hybrid model, lockers will not be used. All students will be allowed to carry backpacks. This is being done to create more space in each POD for students.
- **JHS:** Hallway lockers will NOT be assigned. Students will carry backpacks.

## Playgrounds

Playgrounds will remain open and will be cleaned daily, per CDC guidelines. This includes cleaning high touch surfaces (swing chains, slides, and grab handles) using electrostatic machines. Cleaning will take place during fair weather, as it is not possible during the colder weather due to freezing.

Students will be directed to wash or sanitize hands before and after playground use.

Playground usage will occur as a class to keep groups as static as possible. Therefore, there will be fewer students on the playground at a time and the groups will not intermingle with other classes.

## Computer Lab

Keyboard and mice covers will be installed for easier cleaning. Teachers will be instructed to clean/disinfect between classes.

## Library/Media Center

**Elementary School:** Students, with the help of staff, will use the electronic card catalog to choose books. The students will request the books electronically and books will be delivered to students' classrooms.

**Middle and High School:** Students will use the electronic card catalog to choose books. The student will request the books electronically and books will be delivered to students individually.

Upon return, books will sit for 24-72 hours prior to being wiped and re-shelved.

## Technology

Each student will have their own chromebook. Any chromebook needing repair will be cleaned before and after IT staff working on the device.

The copy area for staff will remain open and in-use. Those using the machine will be provided a cleaning wipe to clean when done. A poster reminding employees of the need to clean after each use will be posted.

## Gymnasium

Gym classes will be done outside when weather permits. When gym equipment is used, it will be placed in a “dirty” bin, located in the gym, and the Phys. Ed. Teacher will clean the equipment and the bin at the end of the day, prior to putting it away.

## Locker Rooms

- **JES:** Students do not change clothing for Phy. Ed.
- **JMS:** Locker rooms will be locked and off limits during the school day. There will be no changing clothes for Phy. Ed.
- **JHS:** Locker rooms will be locked and off limits during the school day. Protocol for Phy. Ed. clothing be communicated in the future.

## Athletic and Activity Events

### Fall Activities

- [MSHSL Approved Fall Sports Seasons](#) specific information for Cross Country, Soccer & Girls Tennis
- [MSHSL COVID Notification](#) required to be read by all participants & parents. Also located as a resource when registering for a fall activity.
- [MSHSL Approved Fall Training](#) for Volleyball/Football & Spring sports. The decision on how/if these sports will run at Jordan is still to be determined.

## Health and Safety

- Participants, staff, and volunteers are required to practice frequent self-screening health checks.
- Participants are not to share towels, water bottles, or snacks at this time.

## Space Considerations

Games (played indoors or outdoors) can have the total number of players, coaches, referees, umpires, etc. as needed to hold the game just as long as the total number of people is not exceeding the total number allowed by the venue or facility (check capacity limits).

Crowds for games and/or practices are required to space appropriately, with six feet between individuals or families. Crowd capacity will differ for each facility.

Non-game settings are required not to exceed 25 people per pod, indoors and outdoors. Intermixing is kept to a minimum.

Additional information specific to Jordan activities and COVID-19 can be found at [jordanactivities.org/covid](http://jordanactivities.org/covid)

## **Fitness Centers**

Jordan Public Schools follows the MDH document, *COVID-19 Sports Guidance for Youth and Adults (6/19/2020)*.

The fitness center will be open, and follow [MDH guidelines](#). Must ensure social distancing (6 ft between persons) and limit occupant capacity to no more than 25%; not to exceed 250 individuals for indoors and outdoors settings each.

The locker rooms will remain closed.

## **Drinking Fountains**

Drinking fountains will be turned off at this time. Bottle fillers will remain in use and will be added to the high-touch audit for custodial staff.

## **Cafeteria**

At this time, only breakfast will be served in the cafeteria/commons area. When students are on-site, lunch will be delivered and eaten in advisory/homeroom classrooms OR accessible to students in the cafeteria and then eaten in homerooms.

Additional kitchen space will be utilized by nutritional staff to prep pre-packaged foods.

All food service cleaning and sanitizing protocols will be followed daily.

All salad bars and self-serve areas will be eliminated.

## **Nurse's Room/Isolation Areas**

The building will utilize the following isolation rooms in each building. JES- Room 7, JMS- Room 105, JHS- Room O202. should a student or staff member need to be isolated until they can leave the building if they are showing symptoms of COVID-19.

# SCHEDULING

## Arrival and Dismissal

Multiple entrances/exits may be used.

Each site will communicate plans for arrival/dismissal as normal. In an effort to limit the large gathering of students upon arrival and dismissal, multiple locations will be identified by school leadership to allow for social distancing as possible when students arrive and exit at school.

### Student Access

- When students arrive, they should report immediately to identified areas (for social distancing) to await the start of school;
- When students arrive after school has started, they should report immediately to the identified office/area;
- Upon dismissal, students may be released in a staggered fashion to aid with social distancing.

Staff will monitor the arrival and dismissal times to curtail congregating and ensure students go straight from vehicles to classrooms and vice versa.  
Staff members will follow guidelines outlined in the staff handbook.

## Class Schedules

Classes will take place in-person, hybrid, or distance with social distancing taking place as much as feasible, including keeping students six feet apart as much as possible.

Elementary students will remain in their classrooms rather than changing groups and classes. Physical education classes will be held outside (weather permitting), art, music and media/tech classes will be brought into the classrooms with virtual learning opportunities embedded as needed.

**Band:** Class sizes will be limited to maintain social distancing. Distancing should be at 12 feet due to higher levels of exhaling.

- **Middle School:** Band students will meet in small groups during the exploratory block on A/B days and have the option of large group space full class on C days.
- **High School:** Band will meet in small groups on A/B days and will meet in a large group space will full class on C days.

**Choir:** Class sizes will be limited to maintain social distancing. Distancing should be at 12 feet due to higher levels of exhaling.

- **Middle School:** Choir students will meet in small groups during the exploratory block on A/B days and have the option of large group space full class on C days.

- **High School:** Choir will meet in small groups on A/B days and will meet in a large group space will full class on C days.

**Family Consumer Science (FACS)/Food Classes:** Cooking classes may occur, but no cooking can be done in class while this plan is in effect.

**Industrial Arts:** After shop equipment is used, students will be responsible for disinfecting touched surfaces using wipes within the classroom.

**Art:** Art classes will take place in the traditional classroom or as a push-in model depending on the learning scenario.

## Community Education

Community Education will follow the district's guidelines, capacities, and social distancing practices as we move to each scenario.

## Special Education

Students on an Individualized Education Plan or IEP will follow building and district guidelines and social distancing practices for each scenario. Students who are on an IEP will follow their IEP services, accommodations, modifications and programming based on their individual needs.

# TRAINING AND EDUCATION

The following staff categories have received training on the Health and Safety Roadmap in the specific areas listed below. Records of training for the staff categories are located in the district office.

<p><b><u>Maintenance &amp; Custodial Staff</u></b></p> <ul style="list-style-type: none"> <li>• Currently known COVID-19 Facts</li> <li>• Cleaning Methods and Schedule</li> <li>• Employee Right-to-Know</li> <li>• Personal Protective Equipment</li> <li>• Districts Health and Safety Roadmap Overview</li> <li>• Identifying Symptomatic Students</li> <li>• Face Coverings</li> <li>• Screening Yourself</li> </ul>	<p><b><u>Transportation Staff</u></b></p> <ul style="list-style-type: none"> <li>• Currently Known COVID-19 Facts</li> <li>• Cleaning Methods and Schedule</li> <li>• Employee Right-to-Know</li> <li>• Personal Protective Equipment</li> <li>• District Health and Safety Roadmap Overview</li> <li>• Identifying Symptomatic Students</li> <li>• Face Coverings</li> <li>• Screening Yourself</li> </ul>
<p><b><u>All Other Staff</u></b></p> <ul style="list-style-type: none"> <li>• Currently Known COVID-19 Facts</li> <li>• Overview of the Custodial Cleaning</li> <li>• Screening Yourself</li> <li>• Receiving Items from Home</li> <li>• Districts Health and Safety Roadmap Overview</li> <li>• Identifying Symptomatic Students</li> <li>• Face Coverings</li> <li>• Screening Yourself</li> </ul>	<p><b><u>Parents &amp; Guardians</u></b></p> <ul style="list-style-type: none"> <li>• Districts Health and Safety Roadmap Overview</li> <li>• Transferring Items from Home to School</li> <li>• Scheduling Changes</li> <li>• Face Coverings</li> <li>• How to Screen/What to Screen for</li> <li>• Use of Technology</li> </ul> <p>* The district will send home the <a href="#">MDH "COVID-19 Decision Tree"</a> to assist with symptom identification. This document is located in Appendix A.</p>

## Cross-Training and Absence Planning

Jordan Public Schools is preparing for absences of staff members by cross training in the following ways:

- Substitute staff training for teachers, bus drivers, custodians, etc.
- Survey to substitutes to gauge willingness to cover for absent staff members.



# CLEANING METHODS AND CONSIDERATIONS

## Cleaning Considerations

Jordan Public Schools has prepared in-depth cleaning practices to prevent the exposure of COVID-19. Key elements include:

- Staff will utilize QT+ or Re-JuvNal and purtabs, which are approved disinfectants on MDH's list of chemicals.
- The dwell time of the product is ten (10) minutes.
- The Safety Data Sheet (SDS) states that the Personal Protective Equipment (PPE) is required and includes chemical resistant gloves, safety goggles when working with the concentrated form (which is only used by our custodial staff)
- The Safety Data Sheet (SDS) is available to staff in binders in the Office of each building and Nurse's Office as well as electronically.
- The containers are pre-labeled with GHS compliant labels.
- Staff have received training on good cleaning practices and Employee Right-to-Know. Records are located in the District Office with the Health & Safety files.

When technology items are needing to be cleaned, alcohol wipes will be utilized to prevent damage to the equipment.

## Routine Cleaning

MDH and CDC recommend routine cleaning and disinfection occur to assist in prevention of the virus spread. Jordan Public Schools accomplishes this through routine cleaning of high touch points as listed below, per CDC guidelines.

Custodians will clean schools throughout the day and evening, focusing on counters, drinking fountains, bathrooms and sinks, and learning areas. If a classroom or grade level at a school experiences an unusually high absence rate due to flu or colds, additional sanitizing will be done.

- Lunchroom cashiers are wiping PIN keypads frequently.
- Salad bar stations at our schools will be closed at this time. Produce items will be delivered through the mainline.
- All students will have access to wash or sanitize their hands before eating lunch. Parents are asked to please reinforce the importance of washing hands before eating, per MDH guidelines > <https://www.health.state.mn.us/people/handhygiene/>

- According to the CDC, handwashing with soap and warm water is the most effective way of preventing the spread of illness. Students and staff can bring their own hand sanitizer to school if they wish.

## Measures to be taken by the district to reduce the spread of germs

Although the district cleans our schools on a regular basis, the level of cleaning and disinfecting will be accelerated in common spaces and classrooms of every school in the event of a Coronavirus incident.

## Transportation

Jordan Public Schools has a contracted transportation service with Benjamin Bus Company. Bus health and safety protocols include:

- Buses will be disinfected after morning routes and afternoon routes to include high touch areas being wiped down after every route – seat tops and backs, hand rail, and dashboard.
- Driver's will wear a mask or shield.
- Hand sanitizer will be available on all buses.
- Students will be loaded from the back to front.
- Students are required to wear masks.
- Siblings are required to ride in the same seat together.

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
<b>COMMON AREAS</b>			
Main Entrance/Vestibule Door Handles and Electronic Door Assist Buttons	4 times/day	After arrival	Daytime custodian
Main Office Door Handles		Before lunch	Daytime custodian
Bottle Fillers			
Check-in Counters/Front Office Counters		Before dismissal	Nighttime custodian
Handrails			
Elevator Buttons		Night time cleaning	Night time custodian
Vending Machine Buttons, cash input/output surfaces, pickup slot door			

<b>GYMNASIUM</b>			
Entrance Door Handle	1 time/day	Night time	Night time custodian
Shared Equipment/Used Equipment Bin			

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
<b>MAIN OFFICE &amp; DISTRICT OFFICE &amp; TEACHERS LOUNGE</b>			
Door Handles/Inside Outside	1 time/day	Addition to night time cleaning	Night time custodian
Conference Room Tables			
Desks			
Chairs - Armrests, Grip areas			
Phones and Computers			
Break Room: Tables, Chairs, Appliance Handles & Doors, Cabinet Pulls & Doors *Removing all other shared condiments			

<b>GENERAL CLASSROOM</b>			
Door Handles *Identify all touch points during open/closing	1 time/day and anytime a new student is new to the learning space	Night time will be sprayed	Night staff And classroom staff
Door Frames			
Light Switches			
Tabletops			
Desks			
Chairs (Include hand grip locations)			
Cabinet Handles/Pulls and Front of Doors			
Sink Faucets and Front Edge of Sink			

SPACE	How Often to Clean & Disinfect	When to Clean & Disinfect	Who is Responsible
-------	--------------------------------	---------------------------	--------------------

## BATHROOMS

Cold/Hot Water Faucets and Front of Sinks	2 times/day	Midday Night time cleaning	Daytime custodian & night time custodian
Toilet Flusher			
Toilet/Toilet Bowl			
Push Locations Inside/Outside Stall Doors			
Mirrors			
Soap Dispensers			
Handle/Push Spot on Main Door Inside/Outside			
Accessible Grab Bars			
Cabinet Handles/Pulls and Front of Doors			
Baby Changing Stations			
Hand Dryers/Paper Towel Dispenser			

## PLAYGROUNDS

Swing Chains	1 time/day	Early mornings	Daytime custodian
Slides			
Overhead Bars			
Grab Handles			

# CLEANING WITH SUSPECTED OR CONFIRMED CASE OF COVID-19

MDH and CDC recommend additional cleaning measures take place should there be a known or suspected COVID-19 case within the building. Cleaning occurs in all locations where that person was present. The CDC recommends proceeding with regular cleaning if you receive this information seven days or more since the person has been in the building.

Custodial staff complete the cleaning sequence below in a suspected or confirmed case:

1. Vacate the area. Leave windows open for circulation, if feasible.
2. Allow the space to ventilate for at least 24 hours or more, if feasible, before cleaning
3. Wear chemical-resistant gloves, clothing coverings, and safety glasses or goggles
4. If the surface is visibly dirty, clean using soap & water
5. 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.
6. Use a garbage bag for your waste. When full, place garbage in the dumpster.
7. Remove gloves and then wash hands thoroughly with warm water and soap for at least 20 seconds. Clothing coverings should be removed immediately after cleaning/disinfecting and placed in an airtight plastic bag; these items can be laundered later.

## Special Cleaning Considerations

### Porous Surfaces

During this time, unnecessary rugs, couches, and other porous objects have been removed from classrooms. Other porous surfaces may include: chairs, furniture, rugs, linens, clothing, etc. If porous surfaces do need to be cleaned, the following steps will be followed:

- Handle laundry wearing gloves
- Transport laundry in disposable garbage bags when possible OR clean and disinfect the method of transportation
- Do not shake laundry out
- Wash on hottest water setting with regular detergent and dry thoroughly

### Toys

During this time, toys in classrooms that cannot be cleaned and sanitized will not be used. At the end of the day or after a session, toys will be cleaned.

# **Appendix A**

*Posters/Handouts*

# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

316917-A May 13, 2020 11:00 AM





Hands  
that look  
clean can still  
have icky  
germs!

# Wash YOUR HANDS!



This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



# STAY HOME IF YOU'RE SICK

If you're sick, stay home, rest, and remember to:



Cover your coughs and sneezes with a tissue or your sleeve.



Wash your hands often with soap and water.



Clean frequently touched surfaces and objects (for example, TV remotes and computers).



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention

For more information: [www.cdc.gov/npi](http://www.cdc.gov/npi) | 1-800-CDC-INFO (232-4636) | [www.cdc.gov/info](http://www.cdc.gov/info)



# Prevent the Spread of COVID-19



Wash your  
hands



Get tested  
when sick



Stay 6 feet  
from others



Wear a  
mask



Stay home  
when able



Work from home  
when able

## WATCH FOR SYMPTOMS



Fever



Cough



Shortness  
of breath



Chills



Headache



Muscle pain



Sore throat



Loss of taste  
or smell

For more information, visit [health.mn.gov](https://health.mn.gov)  
HOTLINE: 651-297-1304 or 1-800-657-3504



Minnesota Department of Health

Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

06/10/2020

**In times of pain and  
grief, we want to come  
together. COVID-19  
makes this difficult.**

**Help slow the spread**



**Wear a  
mask**



**Wash or  
sanitize your  
hands often**



**Stay 6 feet  
from others**

[mn.gov/covid19](https://mn.gov/covid19)

# DON'T FORGET TO WASH



WET YOUR HANDS

1



APPLY SOAP

2



WASH YOUR HANDS  
for 20 seconds

3



RINSE WELL

4



DRY YOUR HANDS

5



TURN OFF WATER  
with paper towel

6

**m** DEPARTMENT  
OF HEALTH

651-201-5414, [www.health.state.mn.us](http://www.health.state.mn.us)

Don't forget to scrub between your fingers,  
under your nails, and the top of your hands.



# How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



## USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

## FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



## TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.














For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Is it COVID-19?

COVID-19 symptoms can include fever, cough, and shortness of breath. This may be similar to other illnesses, like the flu and common cold. Many people with COVID-19 have mild or few symptoms, and some may have no symptoms at all.

If you have symptoms of COVID-19, you should get tested. Talk to your health care provider or visit [mn.gov/covid19](https://mn.gov/covid19). **For medical emergencies, such as difficulty breathing, call 911.**

SYMPTOMS	COVID-19	FLU	COLD	ALLERGIES
 <b>Cough</b>	Often	Often	Sometimes	Sometimes
 <b>Fever</b>	Often	Often	Rarely	Never
 <b>Body aches</b>	Sometimes	Often	Rarely	Never
 <b>Shortness of breath</b>	Sometimes	Sometimes	Rarely	Rarely
 <b>Headache</b>	Sometimes	Often	Sometimes	Sometimes
 <b>Fatigue</b>	Sometimes	Often	Sometimes	Sometimes
 <b>Sore throat</b>	Sometimes	Sometimes	Sometimes	Sometimes
 <b>Loss of taste or smell</b>	Sometimes	Rarely	Rarely	Rarely
 <b>Diarrhea</b>	Sometimes	Rarely	Never	Never
 <b>Chest pain or pressure</b>	Rarely	Rarely	Never	Never
 <b>Runny nose</b>	Rarely	Sometimes	Often	Often
 <b>Sneezing</b>	Rarely	Sometimes	Often	Often
 <b>Watery eyes</b>	Never	Never	Never	Often

This list is not all-inclusive.



Minnesota Department of Health | [health.mn.gov](https://health.mn.gov) | 651-201-3920  
Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.

05/28/2020

# VISITOR AND EMPLOYEE HEALTH SCREENING CHECKLIST



## CONDUCT HEALTH SCREENING EACH TIME EMPLOYEES OR VISITORS ENTER THE FACILITY.

You may also opt to conduct temperature screening if it can be done with proper social distancing, protection, and hygiene protocols. However, temperature screening is not required.

If a worker or visitor answers “Yes” to any of the screening questions, they should be advised to go home, stay away from other people, and contact their health care provider.

Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?

Please answer “Yes” or “No” to each question. Do you have:

- ☐ Fever or feeling feverish?
- ☐ Chills?
- ☐ A new cough?
- ☐ Shortness of breath?
- ☐ A new sore throat?
- ☐ New muscle aches?
- ☐ New headache?
- ☐ New loss of smell or taste?



## Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs

For people (e.g., children, care providers, or staff) who have symptoms consistent with COVID-19, send home or deny entry and reference the exclusion criteria in this document to determine when they may return.

**Symptoms of COVID-19 include:** new onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, fatigue, congestion, loss of sense of smell or taste, or gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For people who received a laboratory test for COVID-19

What to do if you're waiting for COVID-19 test results (PDF)  
([www.health.state.mn.us/diseases/coronavirus/waiting.pdf](http://www.health.state.mn.us/diseases/coronavirus/waiting.pdf))

**Positive test result:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

**Negative test result but symptoms with no other diagnosis:** Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.

For people with a COVID-19 diagnosis without a lab test OR people with symptoms consistent with COVID-19 without a medical evaluation (e.g., monitoring symptoms at home)

Stay home at least 10 days since symptoms first appeared AND until no fever for at least 24 hours without medication AND improvement of other symptoms.

Siblings and household members also stay home for 14 days.



For people with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition

Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the [Infectious Diseases in Childcare Settings and Schools Manual](#) ([www.hennepin.us/daycaremanual](http://www.hennepin.us/daycaremanual)).

If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.

Siblings and household members **do not** need to stay home.



# **Appendix B**

*OSHA Voluntary Respirator User Form*

# Respiratory Protection

## VOLUNTARY USER INFORMATION

Employees whose job duties, positions, or work environments require respiratory protection as determined by the District are fully covered under the Respiratory Protection Program. Some of our employees use respirators on a voluntary basis as an additional level of comfort and protection in different work environments. OSHA requires employers to give voluntary respirator users information provided in Appendix D of 29 CFR 1910.134. Appendix D states the following:

### **Appendix D to Sec. 1910.134 (Mandatory)**

#### **Information for Employees Using Respirators When Not Required Under the Standard**

Respirators are an effective method of protection against designated hazards when properly selected and worn. Respirator use is encouraged, even when exposures are below the exposure limit, to provide an additional level of comfort and protection for workers. However, if a respirator is used improperly or not kept clean, the respirator itself can become a hazard to the worker. Sometimes, workers may wear respirators to avoid exposures to hazards, even if the amount of hazardous substance does not exceed the limits set by OSHA standards. If your employer provides respirators for your voluntary use, or if you provide your own respirator, you need to take certain precautions to be sure that the respirator itself does not present a hazard.

You should do the following:

1. Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirator's limitations.
2. Choose a respirator certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.
3. Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designed to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors, or very small particles of fumes or smoke.
4. Keep track of your respirator so that you do not mistakenly use someone else's respirator.

[63 FR 1152, Jan. 8, 1998; 63 FR 20098, April 23, 1998]

By signing this document, you state that you understand why this information is being provided to you, know where respiratory protection related safety records are maintained, and will abide by the parameters listed in Appendix C.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Job Title \_\_\_\_\_ Date \_\_\_\_\_