

St. James Lutheran School

Howard Lake, MN

"Equipping and Empowering Families and Students Through Christ."



Covid-19 Preparedness Plan

August 2020

St. James Lutheran School

COVID-19 Preparedness Plan

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Introduction

St. James Lutheran School takes the health and safety of our teachers, staff, and students very seriously. With the spread of the coronavirus or “COVID-19,” we must remain vigilant in mitigating the outbreak. In doing so, we first turn to the Word of God. John 14:27 says, “Peace I leave with you; my peace I give to you. Not as the world gives do I give to you. Let not your hearts be troubled, neither let them be afraid.” And while we navigate these times in faith of God’s loving and tender care, we also recognize the need to be diligent in preventing the spread of sickness within our ability and reason.

To be safe and maintain operations, we have developed this COVID-19 Exposure Prevention, Preparedness, and Response Plan to be implemented, to the extent feasible and appropriate, throughout the School. St. James has also identified a team of employees who will implement this plan as well as monitor local, state, and related guidance.

This Plan is based on information available from the State of Minnesota, the CDC, the American Academy of Pediatrics, and others at the time of its development and is subject to change based on further information provided by these agencies and public officials. St. James may also amend this Plan based on operational needs. Changes to this plan will be communicated to all teachers, staff, and families.

Responsibilities of the Lead Administrator, Teachers, and Staff

The Lead Administrator, teachers, and staff must be familiar with this Plan and be ready to answer questions from school families or community members. All do well to set a good example by following this plan. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. All do well to instruct and encourage our students to do the same.

Health and Hygiene

The CDC have provided the following control and preventative guidance for all workers, regardless of exposure risk.

- Handwashing: All are 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 workday, before any mealtimes and after using the toilet. All entering will be encouraged to sanitize their hands upon entering the building
- Cover coughs and sneezes: Employees, students, and guests should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and avoid touching their faces, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all.
- Avoid touching your face.

Social distancing

All should follow social distancing best practices while at St. James. Teachers, staff, students, and guests should:

- Stay 6 feet away from others.
- Avoid job tasks that require face-to-face work with others when possible.
- Avoid physical contact with others whenever possible (e.g., handshakes).
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.
- Avoid gathering when entering and exiting the facility.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Avoid nonessential gatherings.
- Eat lunches in specified locations that allow for social distancing to occur.
- Avoid using common areas.

NOTE: St. James' teachers, staff, and students will work at maintaining the above social distancing recommendations within reason. There are some activities and functions within the school that may present times of modification of the above protocols. If so, measures will be taken to remain sanitary.

Cleaning, Disinfection, and Ventilation

All should do their part to help keep the school as clean as possible by cleaning and disinfecting their classrooms and common areas. All should also avoid using materials belonging to others. Additionally, whenever someone uses a common piece of equipment it should be wiped down before and following use. Proper cleaning and disinfecting supplies will be provided. All should wash their hands with water and soap for at least 20 seconds after cleaning or sanitizing a surface or apply disinfectant hand sanitizer.

In addition, employees must familiarize themselves with the symptoms of COVID-19, which include the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If someone develops a fever and symptoms of respiratory illness, such as a cough or shortness of breath, DO NOT COME TO THE SCHOOL. Likewise, if you come into close contact with someone showing these symptoms, please be reasonable and responsible in considering the opportunity for germs having been exchanged and consider staying home until it is clear you are not sick.

Screening Protocols to Follow When Returning to Campus

Our priority is to keep the school community safe. To accomplish this task, we have created various procedures for screening employees and students who return to campus after dealing with exposure to COVID-19, responding to a confirmed case of COVID-19, and reporting transparency.

Screening Protocols

As students arrive at St. James, their temperature will be taken and they will be asked to wash/sanitize their hands before heading to their classrooms. If a student has a temperature, they will be isolated and need to be picked up for the day or until their fever breaks.

The Equal Employment Opportunity Commission permits employers to measure employees' body temperatures before allowing them to enter the worksite. Any teacher or staff screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information—specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with members of company management with a true need to know.

St. James teachers, staff, students, and guests may be asked to confirm the status of their health as part of being at the school. The school reserves the right to implement a screening protocol for symptoms, such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential.

COVID-19 Exposure and Confirmed Illness Protocol

Teachers, Staff, and students who are at home because they are symptomatic, test positive, or are exposed are expected to continue with classwork as they are able. All teachers will provide necessary distance education during any time of absence due to COVID-19 symptoms or treatment.

If a Teacher, member of Staff, or Student Exhibits COVID-19 Symptoms

The teacher, member of staff, or student should stay at home or will be sent home until all of the following are true:

- You feel better and your cough, shortness of breath, or other symptoms are better.
- You have had no fever for the last three days, without using a medicine that lowers fevers.
- It has been 10 days since you first felt sick or are cleared by a medical professional.

If a Teacher, member of Staff, or Student Tests Positive for COVID-19

Anyone who tests positive will be contacted by MDH or county health services for a case investigation. Those who have tested positive should notify the school office of the positive test as well as any recommendations from the case investigator. At a minimum, a 14-day quarantine from the school will be required unless other recommendations from a medical professional are issued.

If a Teacher, member of Staff, or Student has Exposure to One Tested Positive for COVID-19

Teachers, members of staff, or students who have had exposure with an individual who has tested positive for COVID-19 will be directed to self-quarantine for 14 days from the last date of close contact with that individual unless other recommendations from a medical professional are issued. Exposure is defined as being within 6 feet of a person for at least 15 minutes starting from 48 hours before the person began feeling sick or tested positive.

Leave Policy and Accommodation

Paid sick leave and expanded family and medical leave is first provided by the Families First Coronavirus Response Act (FFCRA). Information about the FFCRA is posted in the teacher's workroom and the main office. If additional time off is needed, please see the school's PTO policies in the employee handbook.

Employees with underlying medical conditions or who have household members with underlying medical conditions and have concerns can contact the Lead Administrator to discuss what, if any, reasonable accommodations can be made to further ensure safety.

Reporting Protocol

Any employee or student who experiences COVID-19 symptoms, has tested positive for COVID-19, or has been exposed to an individual who has tested positive for COVID-19 must notify the Lead Administrator as soon as possible. The employee and student may be asked to assist with contact tracing.

Depending on the circumstances, St. James will notify impacted teachers, staff, and families if there is a confirmed case of COVID-19 in the workplace.

Business Protection Measures

St. James has instituted the following protective measures on campus.

A. General Safety Policies and Rules

- Any teacher, member of staff, student, or guest showing symptoms of COVID-19 will be asked to leave the school building.
- Classes and meetings will generally be held in socially distanced settings. In the event a class is held without social distancing, masks are recommended to be worn. The school will provide a cloth mask for all teachers, staff, and students.

- Teachers, staff, and students must avoid physical contact with others and shall encourage others (employees, students, and guests) to increase personal space to at least 6 feet, where possible.
- As children are active and wish to play with one another, when social distancing is not practical, teachers, staff, and students are encouraged to wear masks. After an activity that may have resulted in physical contact with one another, teachers, staff, and students involved with wash their hands properly and sanitize all surfaces used.
- The school will provide cleaning supplies, along with approved hand sanitizers and/or wipes.
- Teachers, staff, and students should bring a re-fillable drinking container to school to fill as necessary instead of drinking from the water fountains. Drinking fountains can be used for a drink, but teachers, staff, or students are to wipe the water fountain with a disinfecting wipe between each use.

Guests

The number of guests in the building will be monitored and recorded. All guests will be asked to self-screen before coming to the building (temperature, symptoms, etc.) Deliveries will be permitted but should be coordinated with minimal contact and cleaning protocols.

Personal Protective Equipment and Work Practice Controls

In addition to regular personal protective equipment (“PPE”) for workers engaged in various tasks which require protective wear, St. James will provide the following if necessary:

- **Gloves:** Teachers, staff, and students should avoid sharing gloves when used.
- **Masks:** Teachers, staff, students, and guests are required to have a mask. Personal cloth masks must be regularly laundered to maintain cleanliness and sanitation.
- **Hand Sanitizer:** Sanitizer is readily available throughout the school. We encourage all teachers, staff, and students to carry a personal sanitizer as well

The school has instituted regular housekeeping practices, which include frequent cleaning and disinfecting of equipment and other elements of the work environment, where possible. Teachers and staff should regularly do the same in their work areas.

If a teacher, staff member, or student tests positive for or has COVID-19 symptoms, there will be a complete cleaning of the area the individual may have contacted.

If anyone observes that PPE or hand sanitizer requires restocking or believe an area needs cleaning or disinfecting, they should notify the school secretary or janitor as soon as possible.

Cleaning Procedures

Daily cleaning and sanitizing will occur, including but not limited to the following:

- Classrooms, hallways, and common areas
- Trash is regularly removed;
- All doorknobs and handles will be sanitized;
- Counters and desks;
- Table(s) and counters in kitchens, dining rooms, and break rooms. Include side arms of common room chairs;
- All refrigerators, including handles;
- Microwave handles and buttons;
- Tops and sides of all trash cans;
- Copy machines;
- Keyboards and mice;
- Toilet Seats, toilet handles, sinks and faucets;

Recordkeeping

In regards to exposure to COVID-19 and the St. James community, St. James will maintain records as directed by public health officials.

Confidentiality

Except for circumstances in which St. James is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed that an unnamed employee has tested positive will be kept to the minimum needed to comply with reporting requirements and to limit the potential for transmission to others.

St. James reserves the right to inform other teachers, staff, and/or families that an unnamed co-worker has been diagnosed with COVID-19 if the other teacher, member of staff, or student might have been exposed to the virus so measures may be taken to protect their health. St. James also reserves the right to inform sub-contractors, vendors/suppliers, or guests that an unnamed person has been diagnosed with COVID-19 if they might have been exposed to the disease so those individuals may take measures to protect their health.

Communications and Training

This COVID-19 Preparedness Plan was communicated by email and paper copy to all teachers, staff, and families on July 24, 2020. Additional communication and training will be ongoing and provided to all who did not receive the initial training.

Instructions will be communicated to students' families about how drop-off and pick-up will be conducted to ensure social distancing; required hygiene practices; and recommendations that teachers, staff, students, and guests use face masks when in the building when social distancing is not possible.

Teachers, staff, students, and guests will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

School administrators are to monitor how effective the program has been implemented through regular communication and observation of teachers, staff, students, and guests.

The Lead Administrator will work through this Preparedness Plan with the teachers and staff during the teacher workshop before the school year begins. The Lead Administrator will update the plan as necessary as well as provide training as necessary.

This COVID-19 Preparedness Plan has been posted at the reception desk in the school's main entrance, in the school office, in the teacher workroom, and the church office.

Given the fast-developing nature of the COVID-19 outbreak, St. James may modify this Plan on a case by case basis. If you have any questions concerning this Plan, please contact the Lead Administrator.

Prepared by:

Rev. Mark Loder

Lead Administrator