



RETURNING TO WORK PROTOCOLS

Revised 7/25/2020

Effective August 3, 2020, our building offices will be more on-site operational and our primary office work locations will be on-site (administrators, administrative assistants, other “office” type employees).

Influencing Factors:

- Recommendations from MN Department of Health (MDH), Center for Disease Control (CDC) and Minnesota Department of Education (MDE)
- Safety and well-being of employees

Employee Requirements:

- Don't come to work if you don't feel well, have a fever, or exhibit symptoms of COVID-19
- Take your temperature before entering the building. If temperature is 100 degrees or higher, notify supervisor and do not enter building. You may return to work when you are fever free without fever reducing medication and free of any other symptoms. Records kept are confidential and considered private medical personnel data.
- Minimum six-foot separation between employees at all times and in all locations. Including if working in groups and moving/walking around other employees.
- Adhere to all posted signage including directional movement signage.
- ISD 518 requires employees to wear mask while in the building or outside of the building in-group activities and during end of year drop off/pick up materials. If you are alone in an office, classroom or work area, a mask is not required unless someone enters the area. Revised 7-24-2020 per Governors Executive Order 20-81.
<https://www.leg.state.mn.us/archive/execorders/20-81.pdf>
- Individual disinfectant and disposable towels provided to ensure we are keeping areas clean. Each office staff member will regularly disinfect own and common areas after each use (copier, printer, fridge, microwave, file cabinets, etc...)

- Stagger staff shifts when possible. “Approximately 50%” of staff to be scheduled in office at one time. Alternative work offices within the building may be established. Effective July 6, 2020 all staff will be required to return to work at their designated location.
- Use disposable gloves when handling items from parents/students after allowing material to sit for a minimum of 48 hours.
- Follow attached protocols: ISD 518 Preparedness Plan, Handwashing, Respiratory Etiquette and Social Distancing guidelines.
- Hand wash often with soap and water.
- Avoid touching your face or mask - wash your hands if you do.
- Daily sign in and out of building per established protocol. Below are the links you will use based on your location:
- Admin – District Office
 - <https://forms.gle/4ExaCyXBuc3vczos6>
- Community Ed – West Building
 - <https://forms.gle/WUwXZDgfcRntse5R7>
- Department of T&L
 - <https://forms.gle/KHVCAfjtWtkGgBw6>
- WHS
 - <https://forms.gle/a1SVSeTDG2FMFgPM9>
- Learning Center
 - <https://forms.gle/eXa1Buu5ECbhCUjDA>
- WMS
 - <https://forms.gle/xRSjDzTAF9ABpGBn7>
- NCIC
 - <https://forms.gle/uAgGd2cNeBUxZCb69>
- PE
 - <https://forms.gle/tQNHgVaRZgrDzqav5>
- Special Programs
 - <https://forms.gle/9un5gVdjUy6mMLAo8>

Visitor Requirements:

- Office/schools remain locked except for vestibules.
- Admittance by appointment or invite from office staff at door/window.
- Wearing of mask is required.
- Adhere to 6 foot social distancing and all signage
- Must to sign in at each location.

Building Preparation - Principals will work with their staff to:

- Provide directional and 6 foot distance markings on floor of office/mailroom/copy areas. Possible entry/exit doors to mail room/work room to minimize employees passing each other. Consider office distribution of mail directly to classrooms to minimize need for staff to visit mailroom.
- Post signage at building entry regarding masks and social distancing (example poster will be provided).
- Remove unnecessary furniture and supplies from office areas (to minimize cross contamination)
- Prop open interior doors during the day to minimize touching door handles
- Custodians will also disinfect office areas each night.
- Contact tech to add routing of main building phone to principal/assistant principal phones.
- Contact tech to move e-copiers to more open, less confined space if appropriate.
- Determine staggered shift schedule, alternative work locations, and logistics.
- “Building open work hours” will remain 7 am to 3:30 pm. Individual exceptions must be addressed by building principal with head custodian.
- Principals contact District office if you need masks for your staff. Provide two per person.
- Distribute information regarding protocols with **ALL** staff who may access the building after May 31. Principals remind staff who are not following protocols of expectations (particularly the social distancing and wearing of masks). *It is easy to forget.*
- Employees will self-monitor for COVID-19 systems according to District guidelines based on MDH and CDC. {Guidelines attached}
- Order or shop for paper towels for use with sanitizer.
- Work with head custodian to determine appropriate tape to mark floors with X's

- Set up a tracking system to track who enters/leaves your buildings. (employees and visitors) See above.

Director of Management Services will:

Work with head custodians regarding documented plan of cleaning.

Will direct head custodians to provide each office staff member with personal sanitation spray bottle.

Research appropriate tape for marking floor.

Order PPE supplies for each location.

What do I do if I am sick and/or believe I might have COVID-19?

Stay home.

Notify your supervisor (and keep supervisor informed of status). Supervisor will notify the Human Resource Office if potentially COVID related.

Contact your doctor and follow doctor's orders (which might include being tested).

If positive test, please contact Carmen Johnson, Human Resource Coordinator.

What do I do if I have been exposed to someone who has tested positive for COVID-19?

Contact the Human Resource Coordinator- Carmen Johnson, carmen.johnson@isd518.net 507-372-1103

Contact your healthcare provider

You may need to self-quarantine depending on the closeness and length of time of exposure.

Will I be notified if someone working in my building tests positive for COVID-19?

This is private, personnel data and we will handle on a case-by-case basis based on contact according to CDC and MDH recommendations. If according to MDH guidelines it is determined that, you had a High or Low Risk exposure you will be notified from the MDH department or their designee.

What do I do if I have an underlying health issue and do not believe I can work on-site?

Each employee must be able to perform the essential functions of their position with or without accommodation. If you are unable to do so you must communicate this to Carmen Johnson ISD 518 Human Resource Coordinator for review. If you cannot perform the essential functions of your position on-site, or with on-site seclusion, other options will be considered with Medical documentation. You may also be eligible to use up to 10 days of emergency sick leave, vacation or personal leave. The use of unpaid leave of absence may also be an option. Each case will be reviewed on an individual basis.

Health Screening



**If you have any of these symptoms,
go home, stay away from other people,
and contact your health care provider.**

Employees: Please contact your supervisor.

Symptoms <https://www.health.state.mn.us/diseases/coronavirus/materials/screen.pdf>

- Symptoms of COVID-19 can include fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, fatigue, congestion, or loss of taste or smell. Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
- These symptoms may appear 2-14 days after you are exposed to the virus that causes COVID-19.
- Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms.
- Talk to your health care provider if you have questions or concerns about symptoms.

Minnesota Helpline:

For questions related to the COVID-19 pandemic, call 651-297-1304 or 1-800-657-3504
Mon.-Fri. 9 a.m. to 4 p.m.

Mental Health Crisis Line - Call: **CRISIS (**274747)