



BENTON-STEARN'S Education District 6383

517 2nd Street South, P.O.Box 299, Sartell, Minnesota 56377-0299 (320)-252-8427 FAX (320) 252-1316

Erin Dohrmann, Executive Director

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COVID-19 Preparedness Plan July 30, 2021



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Introduction

The Benton-Stearns Education District (BSED) is committed to providing a safe and healthy workplace for all. The following COVID-19 Preparedness Plan has been developed in response to the COVID-19 pandemic. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among BSED employees and member district stakeholders. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan will be administered by BSED's Leadership Team, who maintains the overall authority for the plan, including enforcing its provisions. However, administration, teachers, and support staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Furthermore, flexibility will continue to be key. It is possible that, despite our best attempts to continue to provide services in-person, evolving circumstances may necessitate that we change course. We will continue to update the plan as conditions evolve and communicate those changes.



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Plan Details

BSED's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and 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 employees stay home and prompt identification and isolation of sick persons;
- social distancing recommendations;
- employee hygiene and source controls, including recommended face coverings;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol; and
- communications and training practices and protocol.

Screening, Exposure & Confirmed Illness

Employees have been informed of and are required to self-monitor for signs and symptoms of COVID-19. The following procedures and protocols are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick, experiencing symptoms, or have contracted COVID-19.

Screening

All employees will be required to complete a self-assessment prior to entering any BSED building. Visitors to the BSED buildings will be required to answer COVID-19 symptom screening questions via the [BSED Visitor Checklist](#) which is administered by a designated BSED staff member. Once the screening is completed, visitors will be informed, based on the screening results, as to whether or not they will be permitted to continue into the building or if they appear symptomatic and need to go home, stay away from other people, and contact their health care provider.



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When reporting to work, all members of BSED are required to:

- Pre-screen their temperatures and assess symptoms (at home) prior to entering any building;
- Ask yourself the following questions:
 - Are you experiencing symptoms of COVID-19? Symptoms can include:
 - Cough
 - Shortness of breath
 - Fever
 - Chills
 - Headache
 - Sore throat
 - Fatigue
 - Congestion
 - Muscle pain
 - Loss of taste or smell
 - Other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea.
 - Have you been contacted by public health and told you were in close contact with someone known to have COVID-19?
 - Are you following the social distancing guidelines issued by the Minnesota Department of Health?
- Practice physical distancing when possible;
- Follow one-way signage that guides traffic through the school buildings (if applicable); and
- Wear a face covering/mask as recommended.

BSED employees providing services in member district buildings on any given day will be required to follow the screening protocol of that building prior to entry if it is a screening that occurs on-site for all visitors. Otherwise, the above self-screening procedure should be followed prior to entry into a member district building.

BSED employees may be asked to confirm the status of their health as part of working in buildings or in our member districts. BSED reserves the right to implement a screening protocol for symptoms, such as temperature checks. Results will be tracked separately from any personnel records and will be kept confidential. This protocol may be implemented upon initial opening of any BSED building, response to a confirmed diagnosis, or as part of a member district's screening protocol.

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



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Exposure & Confirmed Illness

Any BSED employee who is aware they have been directly exposed to COVID-19, is experiencing COVID-19 symptoms, or has tested positive for COVID-19 must notify their building supervisor as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records. Depending on the circumstances, BSED will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. The Executive Director may need to communicate with member district administration if contact tracing warrants notification outside of BSED, at which time the member district's protocol for a confirmed COVID-19 case will go into effect.

Employees who have been in close contact with an individual who has tested positive for COVID-19, who believe they have been infected, or who test positive for COVID-19 themselves, will be advised to seek the assistance of a qualified medical professional and self-isolate. When self-isolating, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room, and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met. These are based on MDH's [Decision Making Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs](#).



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Return to Work Protocol: Symptomatic or Confirmed Case		
For people who received a laboratory test for COVID-19	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)	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
<p>Positive Test Result</p> <p>Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days (72 hours) without medication AND improvement of other symptoms. Siblings and household members also stay home for 14 days.</p> <p>For patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted and they no longer have a fever. Consider consultation with infection control experts.</p>	<p>Stay home at least 10 days since symptoms first appeared AND until no fever for at least 3 days (72 hours) without medication AND improvement of other symptoms. Siblings and household members are not required to quarantine. Consultation with your doctor is strongly recommended.</p>	<p>Stay home until symptoms have improved. Follow specific return guidance from the health care provider. 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.</p>

If an employee begins to display symptoms while at a BSED building or in a member district building, they must leave the building and inform their supervisor as soon as possible. If the employee is unable to leave the building immediately due to the severity of symptoms, the employee or supervisor must call an emergency contact or 911, if it is an emergency. They may also request, or the supervisor may determine, that an emergency contact or 911 should be called on their behalf. During the period of time the employee is still in the building, they should isolate themselves in a designated area if their condition is stable and doesn't warrant monitoring or assistance. Contact tracing, employee notification, deep-cleaning procedures, and/or a potential short-term office closing may be triggered following this type of situation depending on the specific circumstances.



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Leaves

BSED has and will continue to implement leave policies that promote employees 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. Available sick leave may be used when needing to be absent from work due to employee illness or the illness of an eligible family member. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions will be implemented under this plan. Leave may be available through the Family Medical Leave Act (FMLA). Employees who find themselves or a family member in a health situation due to COVID-19 should discuss their eligibility for leave options with the Executive Director.

Social Distancing

COVID-19 spreads easily through physical contact from person to person. This is why it is important to reduce the ways people come in close contact with one another. Therefore, BSED's COVID-19 Preparedness Plan includes a variety of social distancing strategies and protocols to slow the spread of the virus.

Practices

Employees should follow social distancing practices while in BSED buildings and in member district buildings, including but not limited to workstations, break rooms, common areas and office spaces.

Working with Member Districts

BSED staff who are assigned to a specific district, building, or site should follow the protocols in place for that district, building, or site. Any BSED staff member who has concerns about their ability to follow their district or building protocol will need to contact their supervisor.

In addition to the type of service being provided, a number of other factors should be considered when making determinations related to service delivery (e.g., the current COVID-19 data and trends, what mode of learning our member districts are in at any given point in time during the school year: in-person, hybrid, or distance learning, the number of buildings/districts the employee serves due to cross-contamination concerns). If an itinerant service provider has concerns regarding how to safely and effectively provide their services, they should contact their supervisor for assistance.



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Employee Hygiene, Source Controls, & Mental Health

The effectiveness of our COVID-19 Preparedness Plan relies on how well our employees follow not only social distancing protocols, but hygiene, source control, and mental health protocols as well. As such, BSED employees are to follow the protocols below for their own and others health and safety while in the BSED office and while working in member district buildings.

Hygiene

Handwashing

All employees and visitors to BSED buildings should wash their hands prior to or immediately upon entering the facility. In addition, hand sanitizer with greater than 60% alcohol is available at every entrance and in multiple other locations throughout the buildings. Hand washing guidance will be provided on posters placed throughout the BSED buildings near sinks and entrances.

Source Controls

There are a variety of source controls in place at BSED as part of a multi-layered approach to slow the spread of COVID-19, including the availability of face coverings, Personal Protective Equipment (PPE), and other specialized supplies. Source control is a term used to describe measures intended to prevent infected individuals from spreading disease.

Face Coverings

When entering member district buildings, employees and visitors will be required to wear a face covering that covers both the nose and mouth based on the procedures established by each individual district. Face coverings are required when conducting home visits as a representative of a district who are requiring face covers in district buildings. At this time, face covering will not be required in BSED buildings. For additional information from MDH on the face covering requirements and recommendations, click [here](#).

Personal Protective Equipment and Other Specialized Supplies

Personal protective equipment, commonly referred to as "PPE", is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. In addition to face shields, clear face masks, surgical masks, goggles, gloves, and gowns will be available. Training videos and written instructions for safely wearing and removing PPE are included as additional resources at the end of this plan.



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Mental Health

BSED understands that the COVID-19 pandemic has increased stress levels of employees across the country. Employees with concerns regarding their mental health can contact the Employee Assistance Program at 866-451-5465 or online at www.niseap.com.

Building & Ventilation

Existing ventilation systems are being properly used and maintained to ensure that the maximum amount of fresh air is being brought into the workplace and air recirculation is being limited.

Cleaning & Disinfection

Employees must do their part to help keep the BSED buildings and member district buildings as clean as possible by cleaning and disinfecting their workstations and surfaces they commonly use. Employees should also avoid using others' workstations, supplies and equipment. Additionally, whenever an employee uses a common piece of equipment (e.g., printer or copy machine), it should be wiped down prior to and following use.

Many BSED employees engage in instruction or evaluation activities that require the exchange of objects with their students which will need to be disinfected between uses. Proper cleaning and disinfecting supplies will be provided by BSED. Employees should wash their hands with warm water and soap for at least 20 seconds after cleaning or sanitizing a surface.

In terms of scheduled cleaning and disinfecting of the BSED buildings, BSED Administration has instructed support staff and the BSED contracted cleaners to disinfect common areas and high touch surfaces such as faucets, light switches, copy machines, and door handles multiple times per day. When an employee tests positive for COVID-19, deep-cleaning procedures will be triggered. Furthermore, BSED may elect to close the office to allow deep cleaning to occur.

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.



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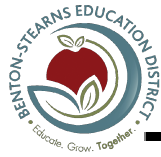
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Communications & Training

Our COVID-19 Preparedness Plan will be summarized to employees during the Back-to-School Meeting and sent out via email to all employees.

This plan will remain in effect until employees are notified otherwise. If employees have any questions or concerns regarding the practices and protocols included in this plan, they should reach out to their direct supervisor or the Executive Director. This plan will continue to be updated as additional public health guidance and requirements become available. If updates to the plan are made or additional guidance is available, an email will be sent to all BSED staff. The most up-to-date version of the plan will be posted in all BSED buildings, as well as on the BSED website.

The Appendix of this plan contains further instructions/training on the mitigating strategies outlined in this plan for employee review. Relevant instructions will be communicated to independent contractors, vendors, outside technicians, and member district staff about our protections and protocols prior to entrance into the building whenever possible or upon arrival through signage in the building's entryway.



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Additional Resources

General

[Get the Facts About Coronavirus: Centers for Disease Control and Prevention](#)

[Coronavirus Disease 2019 \(COVID-19\): Minnesota Department of Health](#)

[Occupational Safety and Health Administration: United States Department of Labor](#)

[Minnesota Department of Labor and Industry](#)

[Recommendations for Providing Services in the Home](#)

Social Distancing

[Social Distancing: Keep a Safe Distance to Slow the Spread](#)

Hygiene, Source Controls & Mental Health

[Hand Hygiene](#)

[How to Protect Yourself and Others](#)

[Coughing and Sneezing](#)

[Use of Cloth Face Covering to Slow the Spread of COVID-19](#)

[Putting On PPE Training Video](#)

[Taking Off PPE Training Video](#)

[Written Instructions for Using PPE](#)

[Supporting Mental Well-Being During COVID-19](#)

Cleaning & Disinfection

[Cleaning and Disinfecting Your Facility](#)

[Cleaning and Disinfecting Your Home](#)

[Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)

Human Resources

[What To Do If You Are Sick](#)