



COVID-19 Preparedness Plan

Albany Area Schools

Albany Area Schools is committed to providing a safe and healthy environment for all and has created the following preparedness plan in response to the COVID-19 pandemic. All staff, instructors, renters, program participants and facility users share the responsibility of implementing this plan in order to help mitigate the potential for transmission of COVID-19 in our facilities. Only through a cooperative effort can we establish and maintain the health and safety of all who utilize Albany Area Schools facilities.

Our Preparedness Plan encompasses guidance related to COVID-19 from the Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) and addresses:

- Handwashing and Respiratory Etiquette
- Social Distancing
- Cleaning and Disinfection
- Screening and Procedures for Individuals Exhibiting Signs and Symptoms of COVID-19
- Other Considerations
- Communications and Training
- Contact and application information

Note: Supplementary materials are available on the Albany Area Schools website.

Handwashing

Basic infection prevention measures are being implemented at our facilities.

- All users of the facility will be required to sanitize their hands prior to or immediately upon entering the facility by one of the following methods:
 - Users may use the nearest restroom to wash hands immediately after entering.
 - Users may use hand sanitizer upon entry or bring their own alcohol based hand sanitizer to use while in the building.
- Users are instructed to wash their hands for at least 20 seconds with soap and water or use an alcohol based hand sanitizer frequently while on site.
- Handwashing signs will be posted at building entrances and in restrooms.

Respiratory Etiquette

- Masks
 - o All staff and participants are required to wear cloth face coverings while on campus. Face coverings may be temporarily removed:
 - when participating in a physical activity where the level of exertion makes wearing a face covering difficult,
 - when eating or drinking,
 - when outdoors,
 - when in the pool, or
 - when working alone in a space where there is no person-to-person interaction.
 - When face coverings are removed, social distancing of at least six feet must be maintained as much as possible.
 - o Users are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. Dispose of tissues in the trash and wash or sanitize their hands immediately afterward following the handwashing plan above.
- Cover your Cough signs will be posted throughout the building.

Social Distancing

Social distancing is being implemented in the facility in the following ways:

- Building and ground use is only permitted through an application process and in coordination with the community education office.
- Total number of groups using the building will be limited depending on building and room(s) requested and group size.
- Group sizes may not exceed:
 - o **Youth Sports:** 25 people per pod
 - o **Youth Enrichment/Child Care:** 15 people per pod
 - o **Pool:** No more than two swimmers per lane during lap swimming.
- Group sizes include staff, coaches, participants and volunteers.

Revised: August 8, 2020

- Groups/organizations must provide their expected maximum attendance at the time they submit a facility use request.
- Activity start and end times will be staggered to minimize the number of people entering the building at the same time and to allow time for cleaning between users as needed. Groups will be assigned staggered entry times to reduce the number of participants arriving at the same time.
- Users will be notified which door to enter and exit through. Different doors may be used for entering and exiting the building.
- Signage is posted in the building to remind people to maintain social distance of 6 feet whenever possible. Prominent areas where signs may be posted are building entrances, restrooms, classrooms, gymnasiums, cafeterias, media centers and other areas where people generally gather.
- Visual distance cues may be marked on the floor outside of restrooms, at the reception desk and other areas where people may need to wait to gain entry.

Cleaning and Disinfection

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, breakrooms, lunch rooms and meeting rooms. High-touch areas will be cleaned and disinfected regularly by custodial staff, coaches, Community Education staff, and our users. Users representing district sponsored programs will be provided all necessary cleaning supplies and will be trained in cleaning and disinfecting procedures as needed.

- Facility users are required to provide their own hand sanitizing supplies for before and after practice for participants, first aid kits, and other supplies.
- Facility users may not use areas that are not listed on their rental agreement.
- Use of water fountains is discouraged. Participants in activities should bring their own filled water bottles.
- Doors will be propped open to reduce handling when possible.
- Rooms will be cleaned and disinfected between users.

Screening and Procedures for Individuals Exhibiting Signs and Symptoms of COVID-19

All individuals utilizing district facilities (indoor and outdoor) must complete one of the following:

- **Health Screening** - Participants in all Community Education programs will be screened prior to participating in community education activities. The screening includes a temperature check and a series of health questions. If an individual is experiencing any symptoms of COVID-19, they will be denied participation, sent home, and advised to contact their healthcare provider. Facility users must communicate how they are conducting health screenings on their COVID Preparedness Plan.
- **Self-Assessment** - Staff and other individuals utilizing district facilities must take their temperature and complete the COVID-19 self-assessment prior to participation. If an

individual is experiencing any symptoms of COVID-19, they will be denied participation, sent home, and advised to contact their healthcare provider.

- o New onset cough
 - o Shortness of breath
 - o Fever (100.4 or higher)
 - o Chills
 - o Muscle pain
 - o Sore throat
 - o New loss of sense of smell or taste
 - o Gastrointestinal symptoms of diarrhea, vomiting, or nausea
 - o Had direct household contact with a person who tested positive for COVID-19 or who is experiencing COVID-19 symptoms
- Any individual who experiences an onset of symptoms while on site will be sent immediately and advised to contact their healthcare professional.
- Signs will be posted listing COVID-19 symptoms and instructing users not to enter if they have any symptoms listed.

Illness Tracking

Organization/group leaders are required to keep rosters, take attendance and keep attendance records at all activities should the information be needed by the MN Department of Health for tracking purposes.

Returning to the Facility After Illness

Individuals experiencing symptoms of COVID-19 or with a lab-confirmed case of COVID-19 must not return to the facility until the following three statements are true:

1. Fever free for at least 72 hours without the use of fever reducing medication **AND**
2. Symptoms have improved (cough, shortness or breath or other symptoms are better) **AND**
3. At least 10 days have passed since symptoms first appeared.

Individuals who have been in close contact with a person with a lab-confirmed case of COVID-19 or a person experiencing COVID-19 symptoms should stay home for 14 days and monitor symptoms.

Other Considerations

- Shared/communal food and/or drink is not permitted on school property (buildings and grounds).
- Users are encouraged to share safety concerns with district staff.
- Individuals and groups found non-compliant will be asked to leave the premises and may be prohibited from utilizing district facilities in the future.
- Organizations/groups requesting use of district facilities will be asked to provide the school district with their COVID-19 preparedness plan prior to facility use.

Communications and Training

This Preparedness Plan was communicated via email to all district staff. Required training was provided to necessary staff. This plan will be updated as necessary. Communication and training will be ongoing.

This plan is available to the public on the Albany Area Schools website and relevant information will be communicated to users upon program registration or facility rental.

Contact Information

- Community Education Programs and Facility Use
 - Community Education Instructors/Participants: Kelly Neu - kneu@district745.org
 - Facility Use: Alisa Schmidt - aschmidt@district745.org
 - General Questions: Cassie Novak - cnovak@district745.org
- Activities & Athletics: Scott Buntje - sbuntje@district745.org

All users must submit a COVID-19 Preparedness Plan no less than seven business days prior to the start of an activity. Plans must be reviewed and approved by the community education office prior to use.