



## Mission Statement

Faribault Public Schools provides a high-quality and equitable education that nurtures, inspires, challenges, and empowers all students to engage and grow as learners and citizens.

## Faribault Public Schools Building Entrance Procedure

During the COVID-19 pandemic, Faribault Public Schools is limiting the number of visitors allowed in school buildings. Faribault Public Schools is also limiting the number of doors accessible to the public during the school year. The general public should access the building via the main, front entrance, only. Contractors should access the building via the back, loading dock door.

### For visitors:

Parents of students who arrive at the school building to drop off materials (i.e. student's backpack, instrument, school supplies) will be asked to label the items with the student's name and leave them in the building's foyer. Additionally, in the middle of the school day, if the parent arrives at the school building for student drop-off/pick-up, the parent will be instructed to stay in their car. If needed, the parent can call the school office to notify the secretary of their arrival and the secretary can notify the student their parent is outside (for elementary aged students, the secretary can ask the parent to come to the front of the building to verify identity before sending the student outside). To stay in line with data privacy laws, the student is only allowed to leave with their parent or designated guardian (the student will NOT be able to leave with a grandparent, childcare worker, family friend etc.). These measures are being implemented to decrease potential contamination of our buildings by outside visitors.

If the visit to the school is mandatory, the visitor should wait in their car outside of the building and call the school secretary to let them know of their arrival. The secretary will then ask basic symptom screening questions and decide whether or not the visitor is healthy enough to enter the school building (the screening questions will all be YES/NO questions, if the visitor answers NO to any one of the screening questions, they will not be allowed entry). The secretary does NOT need to keep a log of this information. If the mandatory visitor passes the screening questionnaire, the secretary will take the visitor's temperature when they reach the building. If it's below 100.4 degrees Fahrenheit they will be allowed entrance.

Building contractors will be instructed to access the building via the back, loading dock door. The lead custodian for each building will be responsible for screening contractors (health screening questionnaire and temperature taking). The lead custodian does NOT need to keep a log of the answers or temperatures taken.

### SYMPTOM SCREENING QUESTIONS:

1. In the past 14 days, have you been in close contact (within 6 feet for more than 15 minutes) with someone diagnosed with COVID-19? YES/NO
2. Are you currently experiencing any of the following symptoms:

710 17<sup>th</sup> Street SW, P.O. Box 618, FARIBAULT, MN 55021-0618  
(507) 333-6000 PHONE - (507) 333-6050 FAX  
AN EQUAL OPPORTUNITY EMPLOYER

- a. Fever or feeling feverish? YES/NO (secretary/custodian will take the visitors temperature upon entry if they need to enter the building)
- b. Chills? YES/NO
- c. Cough? YES/NO
- d. Shortness of breath? YES/NO
- e. Sore throat? YES/NO
- f. Muscle aches? YES/NO
- g. Headache? YES/NO
- h. Loss of smell or taste? YES/NO

### **For District Office visitors:**

Because the district office experiences a higher volume of mandatory visitors, there are separate screening procedures for this location. Visitors should follow the instructions printed on the door to the District Office. The steps to self screen are outlined below:

1. Self health screenings are required to enter the building.
2. Hold your cell phone camera over this QRC image to begin screening.
3. Masks are required to enter our buildings. Please take one if you need one.
4. Please sanitize your hands before entering the building.

\*If your cell phone camera is not compatible with the QR code, you can complete the self-screening questionnaire located in the District Office vestibule by pen/paper (the questionnaire is printed in english, somali, and spanish). After you've finished completing the paper questionnaire, please hand this to the FPS staff member at the front desk. This staff member will review the answers and determine whether or not you can enter the building.

NOTE: The screening questionnaire that is linked to the QR code asks the same symptom screening questions detailed above.

### **For Staff (Pulled from the FPS COVID-19 Preparedness Plan):**

Employees have been informed of and are required to self-monitor for signs and symptoms of COVID-19. Primary symptoms are currently identified as: fever, cough, shortness of breath or difficulty breathing. Some people have other symptoms that include chills, repeated shaking with chills, muscle pain, headache, sore throat, diarrhea or loss of taste or smell. Please note: additional symptoms may be identified by the MDH, CDC or other medical professionals.

The following procedures are being implemented to assess employees' health status prior to entering the workplace site and for employees to report when they are sick or experiencing symptoms.

- **Employees are expected to assess their health condition prior to reporting for work EACH DAY and before taking any temperature reducing drug. See separate health screening checklist an employee must review each day before coming to work. If symptomatic, the employee will log their absence in the AESOP (Employee access), notify Human Resources (507-333-6013) and are to**

stay home from work. Employees are encouraged to call the Mayo Clinic COVID-19 Nurse line (507-293-9525) to determine the need for testing. If the employee believes there are extenuating circumstances that would allow them to report to work (for example, the employee has already had COVID-19, recovered, and considered unable to be a carrier of the virus) human resources will assess whether the employee can report to work.

- **If symptoms appear during the work day, an employee should immediately notify their building administrator and human resources that they must leave work.** If an employee becomes ill with COVID-19 symptoms while at work, they are to call or email the health and safety manager, their supervisor and leave the premises immediately. That employee will be encouraged to call the Mayo Clinic COVID-19 Nurse line to determine the need for testing. If an employee cannot immediately leave work, for example someone gave them a ride to work, they should gather their things and self-isolate until they can leave. Ill employees should self-isolate in an unoccupied area of the building or a designated space. The employee should avoid touching any unnecessary surfaces, chairs, handles, or other items while waiting in the room. Notify the supervisor of the room that was used, so it can be disinfected before needing to be used again.

The preceding policies and procedures are guidelines and may be implemented when an employee becomes ill with COVID-19 symptoms. Depending on the exact circumstances of an employee's illness, modifications may be implemented and followed on a case by case basis.

We thank you for your time and attention to this very important information. Through properly following these guidelines, we hope to ensure a safe and healthy building environment for both staff and students. Should you have any questions related to these procedures, please contact Haley Storms, Health & Safety Manager, at [hstorms@faribault.k12.mn.us](mailto:hstorms@faribault.k12.mn.us).