



**Stillwater Area Public Schools
COVID-19 Preparedness Plan
Health and Safety Guidelines for Assessments**

Stillwater Area Public Schools (SAPS) has developed this protocol to mitigate health risks during testing during the COVID-19 Pandemic. It adheres to the guidance of Minnesota's [indoor seating entertainment/meeting guidelines](#), as required by the Minnesota Department of Education. For the purposes of testing, SAPS is considered a "Seated Venue." Indoor seated entertainment venues must reduce occupant capacity to no greater than 25%, not to exceed 250 patrons, and to that which is necessary to allow for the required social distancing.

This protocol is available on our website and is provided to each test participant. The practices outlined within this document are in alignment with executive orders, Minnesota Department of Health Guidelines, and the Minnesota Department of Education's [Minnesota's Safe Learning Plan for the 2020-2021 School Year](#). The goal of this protocol is to mitigate the potential for transmission of COVID-19 in our schools and communities, and it requires the full cooperation of our staff, students, and families. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our schools.

Covid-19 Preparedness Plan Administrator: **Dr. Jennifer Cherry**

Requirements for District and School Testing Staff Members (staff proctoring the exams)

District and school testing staff members have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Staff do a self-screening using the Minnesota Department of Health [COVID-19 Decision Tree for People in Schools](#) prior to supporting testing each day. Testing staff members will also complete an online health screening (see below). Anyone who responds "yes" to any of the following health screening questions will not support the test administration and will be advised to go home, stay away from other people, and contact their health care provider. Testing staff members will follow district guidance regarding their return to work.

Health Screening Questions for Testing Staff	
a.	Does the testing staff have <i>one or more</i> of these symptoms: <ul style="list-style-type: none">● fever of 100.4 degrees Fahrenheit or higher● Difficulty or trouble breathing● New cough or a cough that gets worse● New loss of taste or smell
b.	Does the testing staff have <i>at least two</i> of these symptoms?

- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pain
- Excessive fatigue (extreme tiredness)
- New or severe headache
- New nasal congestion or runny nose

c. Has the testing staff been diagnosed with COVID-19 since they last worked with students?

d. Has the testing staff had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or doctor or other health care provider contacted you and said your child should stay home (quarantine?)

e. Is the testing staff or any other household member who is symptomatic (has symptoms consistent with COVID-19) currently waiting for COVID-19 test results?

Physical distancing of at least six feet will be implemented and maintained between district and school testing staff and students. The number of occupants in each testing room will be reduced to maintain physical distance between examinees testing and testing staff who will be monitoring the examinees progress. Examinees and testing staff will be alert to signage, markings, and instructions that will address the physical distance and flow of traffic.

District and school staff members will wear masks on test day. Basic infection prevention measures are being implemented at the school at all times. District and School testing staff are instructed 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 a testing session, prior to and after meals, and after using the restroom. District and school testing staff members are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose, and eyes with their hands. Staff members are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to district and school testing staff and examinees.

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of the testing room, equipment, tools and areas in the work environment including restrooms, drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high touch areas, including keyboards, door handles, etc.

Appropriate and effective cleaning and disinfecting supplies will be 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.

The maximum amount of fresh air is being brought into the school, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Requirements for Examinees (students taking exams)

Students who are taking exams, with the support of an adult, must do a self-screening using the Minnesota Department of Health [Home Screening Tool for COVID- 19 Symptoms](#) prior to arriving on the test administration date. Examinees who respond “yes” to any of the following health screening questions will not participate in the exam:

Health Screening Questions for Examinees	
f.	Does the examinee have <i>one or more</i> of these symptoms: <ul style="list-style-type: none">● fever of 100.4 degrees Fahrenheit or higher● Difficulty or trouble breathing● New cough or a cough that gets worse● New loss of taste or smell
g.	Does the examinee have <i>at least two</i> of these symptoms? <ul style="list-style-type: none">● Sore throat● Nausea● Vomiting● Diarrhea● Chills● Muscle pain● Excessive fatigue (extreme tiredness)● New or severe headache● New nasal congestion or runny nose
h.	Has the examinee been diagnosed with COVID-19 since they last went to their school, child care, or youth program?
i.	Has the examinee had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or doctor or other health care provider contacted you and said your child should stay home (quarantine?)
j.	Is the examinee or any other household member who is symptomatic (has symptoms consistent with COVID-19) currently waiting for COVID-19 test results?

If an examinee answers “yes” to any of the above questions, please notify District and/or school testing staff that you will not be attending and consult your health care provider for further instructions.

In most instances, a makeup date for testing has been scheduled. Examinees who cannot attend will be able to reschedule the testing.

Examinees are required to wash or sanitize their hands prior to or immediately upon entering the school. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) will be available in the testing room.

Examinees will wear masks on test day. Masks must be worn during the entire exam.

Examinees will need to show a picture ID (school ID or driver’s license) and will be asked to remove masks briefly for inspection and full facial confirmation at check-in.

Gloves and hand sanitizer are acceptable for examinees to bring on test day and have in the testing room. Materials brought into the testing room are subject to inspection.

Examinees must adhere to physical distancing practices (remain six feet apart) through the test.

Examinees will be instructed by the school testing coordinator of what door to enter the building and the location of the testing room. Examinees must report directly to the testing room upon entering the building. Upon completion of the exam, examinees must exit promptly through the door as directed by the school testing coordinator. Again, no loitering in the building or visiting with school personnel will be permitted.

Examinees and testing staff will be alert to signage, markings, and instructions that will address the physical distance and flow of traffic.

Additionally, examinees should contact Stillwater Area Public Schools staff if they’ve been diagnosed with COVID-19 within 48 hours of taking the exam.