

WINONA AREA PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT 861

Preparedness Plan for Summer Programming



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Introduction

Winona Area Public Schools is committed to providing a safe and healthy environment for all of our students, employees, and the public we serve. The following Preparedness Plan, in response to the COVID-19 pandemic, was developed to provide guidance to mitigate the potential for transmission of COVID-19 in our schools and communities. We require full cooperation among our administration, employees, students and families, and members of the public. Only through this cooperative effort can we establish and maintain the safety and health of our students, employees, and public we serve.

The Preparedness Plan is administered by the Incident Command Team. However, employee involvement is essential for implementing a successful COVID-19 Preparedness Plan and administration and employees are responsible for complying with all aspects of this Plan. WAPS administration and employees have our full support in enforcing the provisions of this procedure.

The Preparedness Plan follows industry guidance developed by the State of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers of Disease Control and Prevention (CDC) and Minnesota Department of Health (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:

- Health screening, isolation, contact tracing and quarantine
- Face coverings, physical distancing, mealtimes, and source control
- Hand hygiene practices
- Cleaning and disinfecting
- Indoor facilities, utilities, and ventilation
- Communications and Training

Health Screening, Isolation, and Contact Tracing/Quarantine

Daily Health Screening

Staff members, students, and visitors have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19 before and while in attendance. The following procedures are being implemented to assess staff, student, and other visitor health status prior to entering school buildings and for individuals to report when they are sick or experiencing symptoms.

Winona Area Public Schools will follow the recommended [COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#) for all children, students, and staff members, regardless of vaccination status, who have symptoms consistent with COVID-19. There will be communication sent to educate staff, students, and families about the signs and symptoms of COVID-19, when their children should stay home, and when they can return to school/program.

Winona Area Public Schools has also developed a plan to advise students, families, and other visitors to leave the facility and isolate themselves away from others if their responses to health screening indicate they have tested positive for COVID-19, are experiencing COVID-19 symptoms, or have been identified as a close contact.

Isolation

When a student begins experiencing symptoms in attendance, the supervising staff member will contact a parent/guardian to pick up the sick student, and will direct the student to the designated isolation area. The staff member will report the student's name and symptoms they are exhibiting to the COVID-19 Coordinator. The COVID-19 Coordinator will be responsible for documenting and following up, and communicating return dates to supervising staff.

People who test positive for COVID-19 will be required to stay at home until all three of these things are true: They feel better and all symptoms have improved; and, It has been 10 days since they first felt sick or tested positive; and, They have had no fever for at least 24 hours, without using medicine that lowers fever. Siblings and all others who live with the person who tested positive will need to stay home and stay away from activities for at least 14 days from their last date of close contact with the positive household member.

The COVID-19 Coordinator will make a report to MDH of each child, youth, or staff member who receives a positive test result using the COVID-19 [Case Reporting Form for K-12 Schools, Childcares, Youth Camps, and Sports Programs](#).

Contact Tracing and Quarantine

For the purposes of this section, the Minnesota Department of Health defines “close contact” as being less than 6 feet from someone who tests positive for COVID-19 for 15 minutes or more throughout a 24 hour period, typically sharing living arrangements with and/or having a close relationship with. To effectively identify close contacts when someone tests positive for COVID-19, supervising staff for a program will be responsible for assigning and documenting seating charts, groups, or cohorts, as well as maintaining the same assignments throughout the duration of the program. When notified of a positive case, the COVID-19 Coordinator will work with staff to review documentation and determine close contacts needing to quarantine. An

indoor classroom of students who are together for most of the school day could be considered close contacts, even if sitting 6 feet apart, because of the length of time spent together in a room (6 + hours).

When someone has been identified as a “close contact” with a known positive COVID-19 case and/or has been notified by the Minnesota Department of Health to quarantine, the individual will be asked to stay home for at least 10 days from their last close contact with the positive case. Individuals will be advised to monitor for symptoms through day 14. If there is a household individual who tested positive for COVID-19, the individual will have to quarantine for a minimum of 14 days. Winona Area Public Schools has implemented a procedure consistent with MDH guidance for identifying and communicating with workers and students who may have been exposed to a person with COVID-19 and requiring them to quarantine for the required amount of time.

Winona Area Public Schools has implemented suggested considerations from the MDH [Quarantine Guidance for COVID-19](#), to allow a shortened quarantine period of 7 days following a close contact— if they meet all of the requirements, such as; they are tested for COVID-19 at least five full days after they had close contact with a positive case of COVID-19, and the PCR test is negative; and, they do not have any symptoms of COVID-19; and, no one in the household has COVID-19; and, after 7 days, individuals must still watch for symptoms through day 14, continue to wear a mask indoors, and stay at least 6 feet away from other people.

Winona Area Public Schools will also follow the Minnesota Department of Health’s recommendations for quarantine exemptions following close contact with a positive case. If someone has recovered from COVID-19 in the past 90 days and had close contact, they do not need to quarantine if; their illness was laboratory confirmed in the past 90 day, they have fully recovered, and they do not currently have any symptoms of COVID-19. If someone has completed COVID-19 vaccination (two doses in a two-dose series or one dose in a one dose series) and is a close contact, they do not need to quarantine if; the close contact was at least 14 days after their vaccination series was fully completed and they do not currently have any symptoms of COVID-19. To qualify for a quarantine exemption, appropriate documentation will be required prior to approval of their eligibility to participate/work.

Face Coverings, Physical Distancing, and Source Controls

Face Coverings

Winona Area Public Schools will be requiring students, staff, and other people present inside district buildings during operational hours or riding on school transportation vehicles to wear a

face covering through June 30th. This requirement applies to all persons entering district buildings from 6:30 am until 5:30 pm, regardless of vaccination status. This requirement does not apply while outdoors, for organized sports, or facility rentals/events hosted at the school outside of operating hours. For staff, students, or visitors who cannot tolerate a face covering or face shield due to a developmental, medical, or behavioral health condition, and children under age 2, they are exempt from this requirement.

Physical Distancing

Maintaining social or physical distance provides protection by reducing risk of exposure and limiting the number of close contacts when someone is infected with COVID-19. The terms “social distancing” or “physical distancing” mean keeping a safe space between yourself and other people. Similarly, the practice of “cohorting,” which refers to identifying small groups of students and staff and keeping them together throughout an entire day, reduces the risk of additional exposures in the school setting by limiting unnecessary mixing of multiple groups.

Students and staff will remain in small cohort groups that stay together as much as possible throughout the day and from day to day, particularly among student groups who are not currently eligible for vaccination (e.g., elementary age students). Supervising staff will limit unnecessary mixing between cohort groups as much as possible (e.g., during lunch, bathroom breaks, arrival and dismissal, free periods, recess). Classroom capacity has been evaluated with the goal of creating as much space between students as possible. There will be staggered arrival and dismissal times to minimize crowding when appropriate.

Mealtimes

If possible, 3-6 feet of physical distance between students during mealtimes will be established. At a minimum, 3 feet of physical distancing will be encouraged between students during mealtimes in indoor settings. Students will eat lunch with their cohorts, either inside or outside depending on the program. Plexiglass dividers have been placed on cafeteria tables to create a physical barrier between multiple students at a table during mealtimes. Staff will regularly clean following meal times. Meals, snacks, and beverages will be individually packaged, wherever possible. Where individual packaging is not possible, food and beverages will be served directly to students.

Source Controls

Employees, students, and visitors are being 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. Employees, students, and visitors are expected to

dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on health promotion posters and supported by making tissues and trash receptacles available.

Saliva Testing for Students and Staff Members

Winona Area Public Schools will continue to offer free testing for students and staff members, in partnership with the Minnesota Department of Education and the Minnesota Department of Health. At home Zoom- Enabled COVID-19 test kits will be available upon request from Jacqueline Henderson, WAPS COVID-19 Coordinator. Parents/guardians can request to pick up a test kit from the District Office, at any time, including when their student is experiencing symptoms or currently in quarantine due to a close contact. For students who are in isolation or quarantine, there will be a contactless pick up/drop off arranged between the parent/guardian and the COVID-19 Coordinator. Contact Jacqueline Henderson at jacqueline.henderson@winona.k12.mn.us or (507) 494-0867 to request a Zoom-Enabled test kit for your student.

Winona Area Public Schools will continue to offer onsite saliva testing for staff members who are not vaccinated or wish to screen for COVID-19. The designated testing kits for staff members are required to be completed onsite with the COVID-19 coordinator, who is trained to supervise the administration of the saliva test. Staff members who are not in isolation or quarantine are able to schedule a time to complete a test with the COVID-19 Coordinator. If a staff member is experiencing symptoms, or in quarantine, they should seek testing at the community testing site or consult with their health care provider.

Hand Hygiene

Basic infection prevention measures are being implemented at Winona Area Public Schools at all times to provide instruction, signage, facilities, and supplies to encourage regular hand washing and sanitizing. This protocol is consistent with [MDH: Hand Hygiene](#). Supervising staff members will help build routines of hand hygiene into the daily schedule for all students and staff, including handwashing and sanitation breaks during or between activities. Hand hygiene during key times may include arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects with bare hands that have been handled by other people. Appropriate supplies have been strategically placed to support healthy hygiene behaviors, and hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) have been installed at entrances and locations

so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Cleaning and Disinfecting

Regular housekeeping practices are currently being conducted by our maintenance department including routine environmental cleaning and disinfection of high-touch surfaces in classrooms and common spaces. Appropriate and effective cleaning and disinfectant 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.

Supervising staff will frequently clean and disinfect high-touch areas when appropriate, such as phones, keyboards, touch screens, etc. Employees should avoid using other employees' and students' personal items, such as phones, desks, offices, or other work tools and equipment, when possible, and if necessary, clean and disinfect them before and after use. Employees should wipe/disinfect their personal workspaces and electronics at least once each day. These areas can be cleaned using the provided disinfectant spray. Employees using district vehicles and equipment are expected to wipe/disinfect door handles (inside/outside, steering wheel, seat, gear shift, radio/climate control/other knobs, glove box entry, etc.).

Indoor Facilities, Utilities, and Ventilation

Winona Area Public Schools has evaluated the operational capacity of indoor ventilation systems and developed a plan to increase and maintain ventilation provided throughout indoor spaces. Steps will be taken to increase the intake percentage of outside air to increase dilution of contaminants, and minimize recirculation, whenever possible, while maintaining indoor air conditions. In the absence of effective mechanical ventilation, steps will be taken to increase natural ventilation as much as possible, including opening windows when possible and safe. This plan is consistent with applicable Stay Safe Industry guidance, and Winona Area Public Schools has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan.

Winona Area Public Schools has worked with several contractors to assess the current ventilation systems within our buildings to ensure these systems are in proper working order in preparation for summer programming. Dampers have been expanded to introduce more

outside air into the air circulation systems and filters will be inspected and replaced regularly. Classroom and office setting configurations have been modified to minimize air flow from blowing across people.

Communications and Training

This Preparedness Plan will be communicated via email to all summer employees, provided to employees and other individuals who do not have access to email. Additional communication related to any changes in the plan will be provided via email. A video detailing the plan has also been sent to all summer employees.

Regular communication will be provided to parents/guardians and other known visitors regarding our health and safety protocols. Information posters and guidance will be placed conspicuously in buildings for reference and to serve as a reminder for all individuals on-site. Employees, students, and other visitors to the building will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

Jacqueline Henderson, WAPS COVID-19 Coordinator serves as the point of contact for all COVID-19 related matters. The Incident Command Team will continually monitor the effectiveness of the Preparedness Plan by soliciting feedback and concerns directly from individuals as well as by personal observation. The Preparedness Plan will be in effect through June 30th. The Incident Command Team will evaluate and make modifications to the plan as necessary.

COVID-19 Point of Contact for Staff and Families

Jacqueline Henderson, District Wide COVID-19 Coordinator

jacqueline.henderson@winona.k12.mn.us

Work: (507) 494-0867 | Cell: (507) 249-7710

Incident Command Team

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