

COVID-19 Preparedness Plan for Albany Area Schools

Summer 2021

Albany Area Schools is committed to providing a safe and healthy environment for all staff, students, families and visitors. To ensure we have a safe and healthy environment, Albany Area Schools has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All staff are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our buildings and community, and that requires full cooperation among all staff members. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our buildings.

The COVID-19 Preparedness Plan is administered by Greg Johnson, who maintains the overall authority and responsibility for the plan. However, all staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Albany Area Schools' administrators and supervisors have our full support in enforcing the provisions of this plan. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by regularly communicating with them throughout the COVID-19 pandemic and taking into consideration their ideas and suggestions as COVID protocols have changed or been updated.

Albany Area Schools' COVID-19 Preparedness Plan follows the COVID-19 Universal Guidance for all Businesses and Entities which is based upon Centers for 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. The following requirements must be addressed, but each business is encouraged to consider additional recommendations and adopt additional requirements that appropriately address COVID-19 mitigation strategies the business deems necessary.

- **Health screening, isolation, and quarantine**
- **Hand hygiene practices**
- **Cleaning and disinfecting**
- **Indoor facilities, utilities, and ventilation**

Health screening, isolation, and quarantine

Health Screening: Albany Area Schools asks all individuals entering a district building to monitor for symptoms consistent with COVID-19 at home and consult the MDH COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs (<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>) if symptoms consistent with COVID-19 are present. In addition, a simplified Health Screening Checklist (<https://drive.google.com/file/d/1fUKDP4E5Oy4H4W0GzFfJEfpTJa11OuLo/view?usp=sharing>) is posted on all building entrances to remind all who enter to complete a self health screening.

Isolation: Albany Area Schools has implemented measures to ensure that sick or COVID-19 positive staff and students isolate until they are no longer infectious, according to applicable MDH guidance. Visit [If You Are Sick: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/sick.html\)](https://www.health.state.mn.us/diseases/coronavirus/sick.html).

Quarantine: Albany Area Schools has implemented a policy consistent with MDH guidance for identifying and communicating with staff or students who may have been exposed to a person with COVID-19 in our school buildings.

See [Close Contacts and Tracing: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/close.html\)](http://www.health.state.mn.us/diseases/coronavirus/close.html) and [Quarantine Guidance for COVID-19 \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/quarguide.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf). Individuals who have been determined to be a close contact to a lab-confirmed positive case of COVID-19 are notified via phone and writing, using sample MDH template letters.

The health screening, isolation and quarantine information has been shared with all staff, students and families. Staff members have been trained to notify their building health office, administrator or supervisor if a student in the building is experiencing symptoms of COVID-19, is believed to have tested positive for COVID-19 or is believed to have been in close contact with an individual who tested positive for COVID-19.

Hand hygiene practices

Albany Area Schools has implemented a policy to provide instruction, signage, facilities, and supplies to encourage regular handwashing and sanitizing. This policy is consistent with [MDH: Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](http://www.health.state.mn.us/people/handhygiene/index.html). Hand hygiene signage is posted in all district facilities. Staff have been trained to ensure routine handwashing during activities.

Cleaning and disinfecting

Albany Area Schools has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces, shared items, shared equipment, and high traffic areas. Albany Area Schools will continue to perform other routine environmental cleaning according to established schedules and procedures. 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. Custodial staff and other staff members required to utilize cleaning and disinfecting supplies have been trained on their proper use. This policy is consistent with CDC and MDH recommendations and the U.S. Environmental Protection Agency's (EPA) List N for products that meet EPA's criteria for use against SARS-CoV-2. See [EPA's List N: Disinfectants for Use Against SARS-CoV-2 \(www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19\)](http://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19).

Indoor facilities, utilities, and ventilation

Albany Area 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 Albany Area Schools has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan. Albany Area Schools' HVAC system's automation is programmed to ensure it is running in accordance to COVID-19 guidelines. Staff members have been informed of additional practices to enhance room ventilation, including opening windows and/or running district-provided room air purifiers.

Additional COVID-19 Mitigation Practices

Masks/Face Coverings: Wearing a face mask or face covering in school district buildings is optional. Wearing a face mask or face covering on district transportation is required.

Cohort/Pod Sizes: To the extent possible, Albany Area Schools will keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day to day.

Accommodations: Albany Area Schools will make appropriate accommodations for children with disabilities in respect to all health and safety policies.

Continuity of Services: Albany Area Schools will ensure continuity of services, including but not limited to services to address student academic needs and student and staff social, emotional, mental health and other needs, which may include student health and food services. Albany Area Schools will ensure continuity of services by providing extended summer school opportunities PreK-12, providing a free summer meal program to all students in grades PreK-12 and working individually with families to address student needs.

Public Comment/Revision Process: Albany Area Schools will periodically, but no less frequently than every six months, review and, as appropriate, revise this plan. Albany Area Schools requests public comment on this plan be sent to Superintendent Greg Johnson at gregjohnson@district745.org. All public comment will be taken into account in determining whether to revise this plan and, if revisions are determined necessary, on the revisions made to this plan.

Certified by:

Greg Johnson

Superintendent, Albany Area Schools

June 3, 2021

Revised June 16, 2021

Revised July 1, 2021

Revised July 19, 2021