



**RICHFIELD**  
**PUBLIC SCHOOLS**

## **COVID-19 Preparedness Safe Learning Plan for Richfield Public School District**

Richfield Public School District is committed to providing a safe and healthy workplace for all our staff, students, parents/guardians and visitors. To ensure we have a safe and healthy workplace, Richfield Public School District has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Administrators and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Dr. Steve Unowsky, Superintendent, who maintains the overall authority and responsibility for the plan. However, administration and staff are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Richfield Public School District's administrators and supervisors have our full support in enforcing the provisions of this plan.

Our staff are our most important assets. Richfield Public School District is serious about safety and health and protecting our staff. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by: Gathering input from all bargaining units, soliciting input on the processes and modifying plans to improve processes and protocols. **Richfield Public School District** also posted the plan on the District website and provided opportunity for public comment.

**Richfield Public School District's** COVID-19 Preparedness Plan follows the [COVID-19 Universal Guidance for All Businesses and Entities](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf)

([staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities\\_tcm1152-480317.pdf](https://staysafe.mn.gov/assets/covid-19-universal-guidance-for-all-businesses-and-entities_tcm1152-480317.pdf))

developed by the state of Minnesota, available at the [Stay Safe Minnesota website](https://staysafe.mn.gov)

(<https://staysafe.mn.gov>), 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 as well as Federal ESSER requirements. The following requirements must be addressed, but each entity 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**

**In addition this plan addresses:**

- **Vaccinations**
- **Continuity of services for students and staff**

## **Health screening, isolation and quarantine**

Staff have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess staff, student and other visitor health status prior to entering any District building and for staff to report when they are sick or experiencing symptoms. Richfield Public School District has also developed a plan to advise staff, students, parents/guardians and other visitors to leave the facility 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.

### **Student and Staff Home Screening (before leaving home):**

Parents/guardians/staff are asked to take their (child's) temperature before coming to school and confirm that the child/staff does not have fever, new onset shortness of breath or cough or any other of the following symptoms associated with COVID-19 or had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19.

Make a visual inspection of your child/self for signs of illness which could include any of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If these or any other illness symptoms are present, do not send your child to school and staff should not go to work.

**Richfield Public School District** has implemented measures to ensure that sick or COVID-19 positive staff and/or students isolate until they are no longer infectious, according to applicable MDH guidance. Visit [If You Are Sick: COVID-19](http://www.health.state.mn.us/diseases/coronavirus/sick.html) ([www.health.state.mn.us/diseases/coronavirus/sick.html](http://www.health.state.mn.us/diseases/coronavirus/sick.html)). If a staff person becomes symptomatic while at work they will be sent home and will be excluded according to MDH and district guidelines.

### **If a student is symptomatic at school:**

- Student will be isolated.
- Health Service staff will assess the student.

- Student will be masked.
- Student will be excluded according to MDH and District guidelines (see the [MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student and Child Care Programs](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)) (<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>)
- A parent/guardian/emergency contact will be asked to pick a child up from school if unable to continue the day due to illness. Return to school allowance will be according to the guidelines referenced above.
- Materials that will go to parents/guardians:
  - [MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student and Child Care Programs](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>)
  - [Guidance for Close Contacts](https://www.health.state.mn.us/diseases/coronavirus/contact.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/contact.pdf>)
  - [Free testing locations information](https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/index.js) (<https://mn.gov/covid19/for-minnesotans/if-sick/testing-locations/index.js>)
  - [What to Do While You Wait for a COVID-19 Test Result](https://www.health.state.mn.us/diseases/coronavirus/waiting.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/waiting.pdf>)
  - [What To Do if You Have COVID-19](https://www.health.state.mn.us/diseases/coronavirus/case.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/case.pdf>)

**Richfield Public School District** has also implemented a policy consistent with CDC and MDH guidance for identifying and communicating with staff, students and parents/guardians of students who may have been exposed to a person who has tested positive for COVID-19 at their school and/or workplace and requiring them to quarantine for the required amount of time. See [Close Contacts and Tracing: COVID-19](http://www.health.state.mn.us/diseases/coronavirus/close.html) ([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](http://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf) ([www.health.state.mn.us/diseases/coronavirus/quarguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf)).

**If a student or staff member is diagnosed as COVID-19 positive:**

- RPS COVID-19 Program Coordinator and the building or program administrator will be informed.
- Site Health Service staff will be alerted.
- Student will be excluded and excused according to MDH, Hennepin County and District guidelines.
- Staff exclusion guidance will be directed by RPS Human Resources.
- Minnesota Department of Health Regional Support Team will be contacted to verify investigation, advise on notifications and recommend communication.
- RPS staff will cooperate with MDH Regional Support Team on close contact identification, notification and communication.
- RPS site/program staff will coordinate notification and communication plans.
- Students identified as close contacts by MDH Regional Support Team will be excused per MDH guidance.
- A notification of close contacts of the student or staff will be sent to those families and staff to alert them of a lab-confirmed case of COVID-19.

## Hand hygiene practices

Richfield Public School District has implemented a policy to provide instruction, signage, facilities and supplies to encourage regular hand washing and sanitizing. This policy is consistent with [MDH: Hand Hygiene](http://www.health.state.mn.us/people/handhygiene/index.html) (www.health.state.mn.us/people/handhygiene/index.html).

### Hand-washing, sanitizing

- Hand-washing will be taught and reviewed ([Hand-washing video](https://www.youtube.com/watch?v=hbpYFeLuexc)) (https://www.youtube.com/watch?v=hbpYFeLuexc). This method is to be used in classrooms and bathrooms and any other areas where hand cleansing is required prior to or after certain activities (e.g. prior to food preparation, after a clean-up incident).
- Hand sanitizer will be available for use when hand-washing is inaccessible.

## Cleaning and disinfecting

**Richfield Public School District** has implemented a regular schedule and checklist for cleaning and disinfecting commonly touched surfaces (workstations, keyboards, telephones, handrails, doorknobs, etc.), shared items, shared equipment and high traffic areas. **Richfield Public School District** 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. This policy is consistent with [CDC: Cleaning Your Facility](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html)

(www.cdc.gov/coronavirus/2019-ncov/community/disinfectingbuilding-facility.html) 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](http://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19)

(www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19).

### Cleaning responsibilities

- General Classroom Cleaning (Mealtime and anytime else needed)
  - Trigger spray provided per classroom with mild soap and water
  - Teacher to spray each desk and counter
  - Student or teacher to wipe down desk with provided paper towel
- End of Day Procedures
  - Teacher and students to clean each desk, chair, counter and high touch areas
  - Where possible place chairs upside down on desks or tables
  - Pick up large items from the floor
  - Empty classroom waste baskets in large waste container in hallway
- Custodian will disinfect surfaces, vacuum floors and empty hallway receptacles
- Additional intensive cleaning on non-student days
- Facilities staff schedule and locations adjusted to address cleaning needs

## Indoor facilities, utilities and ventilation

**Richfield Public School District** 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 **Richfield Public School District** has consulted the resources in applicable industry guidance and others, as necessary, in developing this plan.

Wold Architects and Engineers reviewed District facilities.

- Through recent construction projects our systems have been tested to be assured that they are optimally performing.
- Ventilation and filtration efficiency has been increased to the extent possible within the capability of the building systems and all air recirculated in the building, including each individual classroom, is filtered.

We are:

- Continually working to improve the performance of the building systems to ensure they meet or exceed industry requirements. A typical classroom exchange rate, based on supply air delivered to the room, averages 6-8 air exchanges per hour.
- Increasing fresh air intake as part of the system settings.
- Reviewing impact of open windows/open doors and personal air purifiers.

## Additional COVID-19 mitigation practices

**Richfield Public School District** will address additional COVID-19 mitigation practices as needed. Businesses are strongly encouraged to consider the recommendations in Stay Safe industry guidance, as well as other relevant guidance from the CDC, MDH, OSHA and other relevant federal, state and local authorities. **In addition to all above measures, Richfield Public School District implements the following mitigation practices.**

### Mask Wearing

- All people (students, staff and visitors), whether vaccinated or unvaccinated, must wear face coverings when in a district building or while on transportation vehicles.
- [School Board Policy 548: COVID-19 Face Covering](https://www.richfieldschools.org/about/policies/individual/~board/school-board-policies/post/548) describes the accepted face coverings, correct wearing of face coverings, and all additional relevant details.  
(<https://www.richfieldschools.org/about/policies/individual/~board/school-board-policies/post/548>)

## **Vaccinations**

All eligible individuals, staff, students and community members are encouraged to get vaccinated. Below is a link to use to find vaccination sites.

- [Minnesota Vaccination Sites](https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp) (https://mn.gov/covid19/vaccine/find-vaccine/locations/index.jsp)

Below is the location and contact information of a no-cost community site:

- Bloomington - Mall of America  
Bloomington, MN 55425  
(855) 612-0677

## **Other**

- Door signage with masking requirements and restricting access if symptomatic
- Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted from entering district buildings.
- Plexiglass panels at all customer facing desks
- Encourage/require water bottles (no drinking fountains)
- Some areas provided with additional plexiglass panels for student/teacher use
- No shared school supplies
- Staff self-monitor social distancing and not congregate in lounges, hallways, offices, etc.

## **Continuity of services**

During the 2021-22 school year, families will have an option of a hybrid learning model where students will be able to access the majority of their learning virtually. All students grades PreK-12+ will have this as a learning option. Families of [students who are at increased risk of severe illness](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html) (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html) (including those with special healthcare needs) or who live with people at high risk may choose to access this learning option.

## **Food Service**

- Meals will be available for pick up on Wednesdays from June 16-August 25, 2021 from 11 a.m.-1 p.m. and 4-6 p.m at Richfield High School.

## **Support Mental Health and Wellness**

- The COVID-19 pandemic is causing a tremendous amount of stress, fear and anxiety for many people. It's important that Minnesotans have access to the mental health care resources they need to stay well during this challenging time. Schools can play an important role in helping students and staff cope, access needed resources and build resilience.

- For Employees:
  - [Employee Assistance Program \(EAP\) for Staff and Their Families](https://drive.google.com/file/d/1VVSq09NOROKM3TVIOwNoWT5sqtWvESud/view)  
(https://drive.google.com/file/d/1VVSq09NOROKM3TVIOwNoWT5sqtWvESud/view)
  - [Apoyo gratuito para su bienestar emocional](https://drive.google.com/file/d/1y7tzSesLkIm41nXQHAlmzirQdo5LO9dD/view)  
(https://drive.google.com/file/d/1y7tzSesLkIm41nXQHAlmzirQdo5LO9dD/view)
  - [Minnesota Health Helpline](https://mentalhealthmn.org/support/get-information-or-a-referral)  
(https://mentalhealthmn.org/support/get-information-or-a-referral)
  - [Hennepin Mental Health Crisis Line](https://www.hennepin.us/residents/emergencies/mental-health-emergencies)  
(https://www.hennepin.us/residents/emergencies/mental-health-emergencies)
- For Families:
  - [MDH: Mental Health and Wellbeing](https://www.health.state.mn.us/people/mentalhealth.html)  
(https://www.health.state.mn.us/people/mentalhealth.html)
  - [CDC: Daily Activities and Going Out | COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/going-out.html)  
(https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/going-out.html)

Training and information is provided for all of the above protocols and procedures to staff in written communication and/or in-person training.

Certified by:



**Superintendent Steven Unowsky**  
**June 21, 2021**