

Adopted: August 24th, 2020

Chisago Lakes ISD #2144
29678 Karmel Ave.
Chisago City, MN 55013

Revised: _____

809 COVID-19 KEEPING THE WORKPLACE SAFE – REPORTING TO WORK OR SCHOOL

[Note: This policy is adopted in order to follow the recommendations from the Minnesota Department of Health relating to the STAY SAFE Minnesota plan and the Minnesota Governor’s Executive Orders 20-81 and 20-82)

I. PURPOSE

The purpose of this policy is to establish requirements for employees, students, and other persons (including visitors, guests, contractors, etc.) who are feeling sick or experiencing symptoms that could potentially be symptoms of COVID-19 and the guidance that must be followed.

II. GENERAL STATEMENT OF POLICY

- A.** The policy of the school district is to comply with Minnesota Department of Health Guidance relating to protocol for protecting yourself and others in the workplace against COVID-19 as outlined by the Centers for Disease Control (CDC) guidelines.
- B.** This policy is meant to protect students, staff and guests from being exposed to anyone who is experiencing signs of COVID-19.
- C.** A violation of this policy occurs when any student, staff, or other person present in a school building, in the school district office, or on a school transportation vehicle fails to follow the directives in this policy.

III. REQUIREMENTS OF ANYONE REPORTING TO THE SCHOOL FACILITY

- A.** When reporting to the school facility, parents, guardians, students, staff and any members of the community that will be accessing the buildings are required to:
 - 1. Pre-screen temperature and assess symptoms (at home) prior to entering any facility.
 - 2. Follow the symptoms as outlined in the [COVID-19 Decision Tree and Resources link](#).

- B.** Procedures to follow if you meet the criteria described in the [COVID-19 Decision Tree and Resources link](#).
 1. Follow normal protocols to report in sick
 2. Follow the [COVID-19 Decision Tree and Resources Link](#)
 3. Staff are to contact the Director of Human Resources to discuss any additional sick leave (FFCRA leave) that may be available.

IV. PROCEDURES TO FOLLOW IF YOU ARE A STUDENT OR STAFF MEMBER AND BEGIN TO EXPERIENCE SYMPTOMS CONSISTENT WITH COVID-19 WHILE YOU ARE AT SCHOOL

- A.** Notify your immediate supervisor and follow the [COVID-19 Decision Tree and Resources link](#). Staff should notify the Director of Human Resources for potential FFCRA leave availability. If you are a staff member and have a student experiencing any of the symptoms, the student must report to the health office to be evaluated.
- B.** Sick employees and employees who test positive for the virus that causes COVID-19 should not return to work until they have met the Minnesota Department of Health's Criteria. See [COVID-19 Decision Tree and Resources link](#).
- C.** Non-essential visitors and volunteers will not be allowed in district buildings except for extenuating circumstances. Essential visitors are individuals who must enter schools to conduct visits in accordance with Minnesota law or policy. Essential visitors are defined as individuals who conduct observations, and provide essential support and services including, but not limited to, early intervention services, special education services, or mental health consultation. Essential visitors will screen themselves following the same staff/student process; must be wearing a face covering/mask to the extent possible, and must wash hands with soap or apply hand sanitizer.

V. IMPLEMENTATION

- A.** This policy will be conspicuously posted in each school building and administrative office and communicated to students, staff, families, and potential visitors to the school building.
- B.** This policy prioritizes a safe learning environment for all students, staff and guests of the Chisago Lakes School District.

VI. ENFORCEMENT; CONSEQUENCES FOR NON-COMPLIANCE

- A.** In order to promote the health and safety of students, employees and members of the community, and make available a safe environment that is conducive to learning, compliance with this policy is necessary.
- B.** Employees who fail or refuse to comply with this policy may be subject to discipline, as appropriate, up to including the termination of employment.
- C.** Parents and students are expected to comply with the Minnesota Department of Health Guidance regarding quarantine and isolation for students who have suspected or confirmed cases of COVID-19. Students will not be allowed back in school during the quarantine or isolation period. Students will be supported in the current educational program that they are participating in.

Legal References: Emergency Executive Order 20-81
Emergency Executive Order 20-82
Minn. Stat. § 12.45 (Governor's Orders and Rules, Effect)
Minn. Stat. § 12.45 (Violations; Penalties)

Cross References: MSBA/MASA Model Policy 807 (Health and Safety Policy)
MSBA/MASA Model Policy 808 (Face Covering)