

MSAD #42 COVID GUIDELINES
RETURN TO WORK and SCHOOL



"Historically, pandemics have forced humans to break with the past and imagine their world anew. This one is no different. It is a portal, a gateway between one world and the next. We can choose to walk through it, dragging the carcasses of our prejudice and hatred, our avarice, our data banks and dead ideas, our dead rivers and smoky skies behind us. Or we can walk through lightly, with little luggage, ready to imagine another world. And ready to fight for it."

- Arundhati Roy

MSAD #42 will comply with the guidelines set forth by the federal Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These Guidelines will be updated with the latest CDC and State of Maine guidelines as they become available.

We must consider the work we do for our children as our collective responsibility while focusing on building positive relationships, meeting our students' social/emotional needs, and fostering their academic growth. Together, we will be successful.

- Elaine Boulter, Superintendent of Schools

Health & Safety

- Face masks are no longer required.
- Upon entering a classroom, teachers should open windows as weather permits to ensure adequate ventilation.

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- All employees should wash their hands with soap and water (or use sanitizer if washing is not possible)¹ when:
 - The employee's hands are visibly soiled.
 - After coughing or sneezing.
 - Before and after: eating, using the restroom, or touching bodily fluids.
 - Before and after touching common surfaces like workstations, table tops, touch screens, door handles, refrigerator doors, buttons or keypads, light switches, cover plates, countertops, bus seat backs, handrails, time clocks, bars, windows and window ledges.

- All employees should practice the following proper Department of Education/ [CDC infection control measures](#):
 - If coughing or sneezing, employees must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Notify the building administrator if they have been confirmed to have COVID-19.
 - Follow any additional guidelines established for their specific job role.

Communal Areas/Breakrooms

- Sharing food, utensils, or kitchen supplies should be avoided. Employees who bring their own meals must take care of their containers/utensils. These cannot be left in the teacher's room.

Visitors

- Visitors (unless scheduled in advance) will not be allowed beyond the main lobby.
- Visitors/volunteers will be expected to stay home if they are feeling ill.

¹ See CDC guidance for [proper handwashing](#).

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Bussing of Students

- The bus should be emptied from the front and then the back.
- Several windows should be slightly opened to improve air ventilation when weather permits.
- Follow cleaning/sanitizing procedures.
- Floors should be cleaned regularly.
- At the end of each day, all trash cans must be emptied.

ADDITIONAL COVID-19 EXPECTATIONS FOR STAFF

All administrative employees must:

- Sanitize common equipment (copiers, keyboards, monitors, etc.) frequently.
- Sanitize own desk, equipment, and office areas on a regular basis to prevent the spread of germs. (i.e. keyboards, telephones, doorknobs).
- Employees should wash their hands after opening and handling mail.
- Allow communication to come from the designated district spokesperson (Superintendent or his/her designee):
 1. To inform/update stakeholders
 2. To communicate in various forms/media
 3. Be consistent with messages
 4. Consider various audiences/stakeholders
- Honor established school calendar.
- Support district staff.

ADDITIONAL COVID-19 EXPECTATIONS FOR STAFF

STAFF

All nutrition employees must:

- Food Service Workers must practice [proper handwashing](#) throughout their shift with soap and water for at least 20 seconds. In addition to the circumstances under which employees are required to wash their hands set forth in the district-wide Rules and Expectations, Food Service Workers must wash their hands:
 - Before, during, and after preparing food
 - Before and after work shifts
 - Before and after work breaks
 - After directly handling used food service items
 - After touching objects that have been handled by others, such as utensils, menus, cups, and trash
 - After touching dirty surfaces like floors, walls and soiled carriers and equipment
- Staff must properly use gloves during food preparation.
- Practice routine cleaning and disinfection of frequently touched surfaces, such as workstations, table tops, door handles, refrigerator door handles, microwave door handles and buttons/keypads, light switches and cover plates, counter tops.
- Staff will sanitize all surfaces and equipment at day's end.
- Ensure students' nutritional needs are met.

ADDITIONAL COVID-19 EXPECTATIONS FOR STAFF

All custodial staff must:

- Do a thorough cleaning daily.

ITEMS THAT NEED TO BE CLEANED:

- **Restrooms/Bathrooms:**
 - Door knobs or handles
 - Light switches and cover plates
 - Paper towel dispenser knobs or handles
 - Faucet handles
 - Toilet and urinal flush levers
 - Toilet and urinal partitions, doors (including knobs, levers or slides)
 - Other items as identified
- **Locker rooms:**
 - Door knobs or handles
 - Light switches and cover plates
 - Other items as identified
- **Classrooms and Office Spaces:**
 - Door knobs or handles
 - Light switches and cover plates
 - Desks
- **Other locations:**
 - Nurse's Office
 - Stairway handrails, doorknobs, light switches
 - Hallway door knobs, handles, drinking fountain faucets
 - Vending machines
 - Other items as identified
- Always follow label directions on cleaning products and disinfectants. Be sure to read the label directions carefully and review SDS (safety data sheets). **Prior district training requires the use of gloves for all cleaning and disinfecting procedures regardless of SDS requirements.** For spray application of disinfectants safety glasses or goggles shall be worn again regardless of SDS requirements. Dwell time (wet time on surface) for the application of disinfectants shall be observed as outlined in application instructions.
- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.

All instructional staff must:

- Model frequent hand washing/hand sanitizing for students throughout the school day.
- Teach and reinforce health and safety guidelines.
- Teach students proper coughing and sneezing etiquette.

ADDITIONAL COVID-19 EXPECTATIONS FOR STAFF

- Increase circulation of air by opening windows when weather permits.
- Discourage the sharing of items.
- Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (e.g., assigning each student their own manipulatives, supplies, and other equipment) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Utilize a virtual platform (google classroom, zoom, etc.) to teach if/when remote learning is utilized.

ADDITIONAL COVID-19 EXPECTATIONS FOR STAFF

All nurses must:

- Use appropriate PPE when working with students and staff who visit the nurse's office.
- Frequently sanitize the nurses' station and medical equipment.
- Keep district administration abreast of any notable health trends.
- Advise staff and students who are sick to stay home from school and school events.
- Conduct active screenings for illness at school.
- Identify any unusual cluster of sickness.
- Collaborate with local health agencies to do a flu vaccine clinic.

All social workers and counselors must:

- Support social emotional health of students in buildings.
- If a home visit is warranted, prior approval from the building administrator is required.
- Collaborate/work with staff and administration to meet the needs of students.
- Support (as needed) students who are new to the district.

All IT staff must:

- Continue to troubleshoot tasks remotely when possible.
- Disinfect the portion(s) of the device being worked on providing that doing so will not harm the device.
- Wash their hands and/or use hand sanitizer after all incidents of working on other people's devices.

ADDITIONAL COVID-19 EXPECTATIONS FOR STAFF

- CDC recommendations on core prevention steps and strategies:
 1. Stay up to date with vaccination to protect against serious illness, hospitalization, and death. This includes flu, COVID-19, and RSV if eligible
 2. Practice good hygiene by covering coughs and sneezes, washing or sanitizing hands often, and cleaning frequently touched surfaces
 3. Take steps for cleaner air, such as bringing in more fresh outside air, purifying indoor air, or gathering outdoors

- If a person gets sick with a respiratory virus, the updated guidance recommends that he/she stay home and away from others.

- For people with COVID-19 and influenza, treatment is available and can lessen symptoms and lower the risk of severe illness.

- The recommendation is to return to normal activities when, for at least 24 hours, symptoms are improving overall, and if a fever was present, it has been gone without use of a fever-reducing medication.

Before coming to work/school ask yourself the following questions:

1. Do I feel unwell today?
2. Do I have a cough or sore throat?
3. Do I have a fever or do I feel feverish?
4. Take temperature: is it 37.8 C/100 F or higher?

If the answer is yes to any of the questions, **STAY HOME.**

ADDITIONAL COVID-19 EXPECTATIONS FOR STAFF