

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

In response to COVID-19, 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 in effect from August 1, 2020 to June 30, 2021 and will be updated with the latest CDC and State of Maine guidelines as they become available. Our goal is to continue to minimize the risk of possible transmission of COVID-19 between people.

The new school year will be a difficult one in which we all need to be flexible, patient, and supportive of each other, our students, and families. We may need to perform tasks, duties, or be utilized in ways which were not present in previous school experiences. 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 successfully meet this challenge and become stronger for it.

- Elaine Boulier, Superintendent of Schools

Health & Safety

- Before returning to work, employees who have left Maine¹ (beyond State's in the current Executive Order--see footnote below) since July 1, 2020 must provide a negative COVID-19 test result or attest that they have sufficiently quarantined. After August 1, travel outside of Maine must be reported in advance to your immediate supervisor.

¹ Except for travel to New Hampshire, Vermont, Connecticut, New York, or New Jersey.

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- Each day, before entering district property, employees must complete a self-assessment for COVID-19 symptoms. Certain responses will require an employee to immediately contact the building administrator and remain off school grounds. *See attached daily self-assessment.*
- All employees will be provided with disposable face masks and a shield. If employees choose to wear their own or a cloth face covering/mask, it must be washed daily.
- Upon entering a classroom, teachers must open windows as weather permits and turn on fan to ensure adequate ventilation.
- Upon entering school buildings all employees must wear a face covering/mask/shield in public areas (library, halls, lobby, office, teacher’s room, etc.). The following exceptions may be approved, provided that the employee can maintain six (6) feet of distance² – about two arm’s length—from others:
 1. When the employee’s face cannot safely be covered due to a medical condition.
 2. When there are no others in the same room and the door is closed. For example, working or eating alone in an office or classroom.
- All employees must wash their hands with soap and water for at least 20 seconds (or use sanitizer if washing is not possible)³ when:
 - The employee’s hands are visibly soiled.
 - Entering the school building.
 - 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 must 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.
 - Check their temperature daily before entering the school building.
 - Refrain from hugs and hand-shakes.
 - Conduct a self-check (see page 13) for symptoms prior to entering school buildings each day.
 - Wear a mask/face covering or shield and keep hands away from it.
 - Notify the building administrator if they, or anyone in their household, has been confirmed to have COVID-19.
 - Meet criteria for returning to work if infected with the virus.

² See [CDC guidance on social distancing](#).

³ See CDC guidance for [proper handwashing](#).

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- Quarantine for 14 days or show proof of negative COVID-19 test results (per Maine CDC guidelines) if travelling out of state by choice. These absences will be deducted from personal sick leave.
- If quarantining is work related, sick leave will not be deducted.
- Follow any additional guidelines established for their specific job role.

Communal Areas/Breakrooms

- School offices are restricted to administrative and office staff.
- Eating Restrictions: Shared food is prohibited. There will be no shared utensils or kitchen supplies. Employees who bring their own meals must take care of their containers/utensils. These cannot be left in the teacher's room. Employees cannot eat in groups inside rooms unless social distancing guidelines can be honored. Employees may eat lunch outside.

Visitors

- Visitors/volunteers will be discouraged from going to buildings and will not be allowed beyond the main lobby. Visitors/volunteers will be getting a temperature screening and must wear a face covering/mask at all times when in the school building. Once school resumes to full capacity, all visitors/volunteers must adhere to these guidelines and leave school property immediately after concluding their business.
- All visitors, volunteers, parents, and delivery persons who enter the school buildings will sign in at the office.

Work-Related Travel

- Employees are expected to travel in their own vehicles for work and must receive prior approval from their building administrator for work travel.

Leave

- Employees may have access to the following types of leave for COVID19 related illness:
 - Sick leave
 - Families First Coronavirus Act (FFCRA)
 - Family Medical Leave Act (FMLA)

ADDITIONAL COVID-19 EXPECTATIONS FOR BUS DRIVERS

Bussing of Students

- Wear a face mask or shield while driving with others on board.
- Families will sit together.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and then the back.
- Students will need to practice social distancing when exiting the bus. Use the bus radio and dismiss by rows.
- Several windows should be slightly opened to improve air ventilation.
- Follow cleaning/sanitizing procedures
- Floors should be cleaned first. Often when cleaning the floor of a bus, dust and contaminants on the floor become airborne and land on nearby surfaces. By cleaning the floor first, we can later remove these pathogens through the rest of the cleaning process, so this does not occur.
- At the end of each day, all trash cans must be emptied.

ADDITIONAL COVID-19 EXPECTATIONS FOR ADMINISTRATIVE STAFF

All administrative employees must:

- Sanitize common equipment (copiers, keyboards, monitors, etc.) before and after each use.
- Wear a face mask/covering or shield at all times.
- Sanitize own desk, equipment, and office areas on a regular basis (at least daily) to prevent the spread of germs. (i.e. keyboards, telephones, doorknobs).
- Employees will thoroughly 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 NUTRITION AND FOOD SERVICE
STAFF**

All nutrition employees must:

- Staff must wear face covering/shield when preparing food and working with or in proximity to employees or students.
- 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-As employee arrives and leaves
 - Before and after work breaks
 - After putting on, touching, or removing cloth face coverings
 - After removing gloves
 - 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
- Employees must be vigilant to maintain six (6) feet of distance while removing or bringing in items to walk-in coolers or storerooms.
- 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 days end.
- Ensure students' nutritional needs are met

ADDITIONAL COVID-19 EXPECTATIONS FOR CUSTODIAL STAFF

All custodial staff must:

- Wear a face covering/mask or shield at all times.
- Do a thorough cleaning/disinfecting daily.

ITEMS THAT NEED TO BE SPECIFICALLY DISINFECTED DURING A PANDEMIC:

- **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
- **Other locations:**
 - Nurse's Office
 - Stairway handrails, doorknobs, light switches
 - Hallway door knobs, handles, drinking fountain faucets
 - Vending machines
 - Other items as identified
- Adhere to disinfecting processes with disinfecting/sanitizing gun.
- 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.
- Mark appropriate signage for buildings:
 1. Mark 6' standing spaces near doors, bathrooms, sinks, cafeteria
 2. Mark one-way traffic patterns in halls

ADDITIONAL COVID-19 EXPECTATIONS FOR INSTRUCTIONAL STAFF

All instructional staff must:

- Model frequent hand washing/hand sanitizing for students throughout the school day, including upon entering/exiting the classroom.
- conduct self-checks for symptoms prior to entering the school building each day.
- Maintain 6 feet of distance from others to the extent possible.
- Wear a mask/face covering or shield at all times.
- Teach and reinforce health and safety guidelines.
- Teach students proper coughing and sneezing etiquette.
- Remove/store any furniture, toys, rugs, and other items that cannot be easily cleaned each day.
- Increase circulation of air by opening windows and/or running a fan in the classroom.
- Wipe down door handles and faucets as directed in guidelines.
- Discourage the sharing of items.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- 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 any students not able to attend school on site or students who are struggling. Jr/Sr high staff will utilize google classroom.

ADDITIONAL COVID-19 EXPECTATIONS FOR SCHOOL NURSE

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 as well as areas used for isolation of suspected COVID-19 cases.
- Keep district administration abreast of any notable health trends, and especially any suspected or confirmed cases of COVID-19.
- Be vigilant and attend to reporting and documentation obligations.
- Advise staff and students who are sick to stay home from school and school events.
- Conduct active screenings for illness at school.
- Separate sick students and staff at school.
- Identify any unusual cluster of sickness.
- Develop a case definition:
 1. Who is sick?
 2. When did they get sick?
 3. What are the symptoms?
 4. Are new people getting sick?
- Collaborate with local health agencies to do a flu vaccine clinic.
- Revise current health protocol (ie: how long students should stay home if they are sick, what temperature warrants staying home, etc).
- Review and revise (as needed) process for sending students home, including but not limited to, parents waiting in their car to pick up their sick child.
- Establish a "medical isolation area" for students/staff who exhibit COVID-19 symptoms during the school day.

COVID-19 EXPECTATIONS FOR SOCIAL WORKER AND GUIDANCE

All social workers and counselors must:

- Support social emotional health of students in buildings.
- Limit home visits to emergency situations only. Employees should follow the same prevention guidelines above (masks; 6-foot distance, travel guidelines) and remain outside the home whenever possible. No home visits should be made without prior approval from the building administrator.
- Collaborate/work with staff and administration to meet the needs of students.
- Support (as needed) students who are new to the district.
- Wear appropriate PPE (mask/face covering or shield) when working one-on-one with students.
- Disinfect table, door knob, chair when students leave office.
- Clean their own workspace, equipment, table, desk, etc. daily.

COVID-19 EXPECTATIONS FOR IT STAFF

All IT staff must:

- Continue to troubleshoot tasks remotely when possible.
- Maintain a distance of at least 6 feet when working on/troubleshooting a device.
- Wear gloves at all times, and disinfect the portion(s) of the device being worked on providing that doing so will not harm the device.
- Wash their hands for at least 20 seconds and/or use hand sanitizer after all incidents of working on other people's devices.
- Clean their own workspaces, equipment, desks, devices, etc. daily.
- Wear appropriate PPE (mask/face covering or shield, gloves) at all times.

COVID-19 EXPECTATIONS FOR STUDENTS

All students (parents/caregivers) must:

- Conduct (or parents conduct) self-checks for symptoms and check temperature prior to boarding buses or entering school buildings each day.
- Staff will check students' temperature daily when entering the school building.
- Call the school to let the building administrator or nurse know that you are (your child is) showing symptoms of COVID-19.
- Stay home if showing symptoms of COVID-19.
- Wear a mask/face covering or shield at all times except while eating a snack or lunch.
- Wear a mask/face covering on the bus.
- Wash hands or use sanitizer when entering school, before and after eating, after using the restroom, and upon exiting a school bus.
- Quarantine for 14 days if travelling out of state
- Show proof of being coronavirus free before returning to school following the illness.
- Stay home when ill and be fever-free for three days before returning to school.
- Keep the school informed of address, emergency contact, and phone number changes.
- Be dismissed from school when fever is present (100 degrees).
- Leave the school and go home when sick even if no temperature is present.
- Be accountable for their attendance both for in-person and virtual instruction.
- Complete formative/summative activities, practice, assignments, assessments in a timely manner.

COVID-19 SELF CHECK PROTOCOL

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. Do I or have I had shortness of breath?
5. Do or have I had a loss of taste or smell?
6. Do or have I been around anyone exhibiting these symptoms within the past 14 days?
7. Do or have I been living with anyone who is sick or quarantined?
8. Have I been out of state in the last 14 days
9. Take temperature: is it 37.8 C/100 F or higher?

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

COVID-19 TRAINING VIDEOS

All staff must complete the following CDC training videos:

- [Cloth Face Coverings Do's and Dont's](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the spread of germs](#)
- [Know the Symptoms of COVID-19](#)

Optional videos:

Airborne vs. Droplet <https://www.youtube.com/watch?v=Jlpt6Bse0j8>

How to Wear a Mask: <https://www.youtube.com/watch?v=JwPWdkbyizw>

Donning PPE: <https://www.youtube.com/watch?v=of73FN086E8>

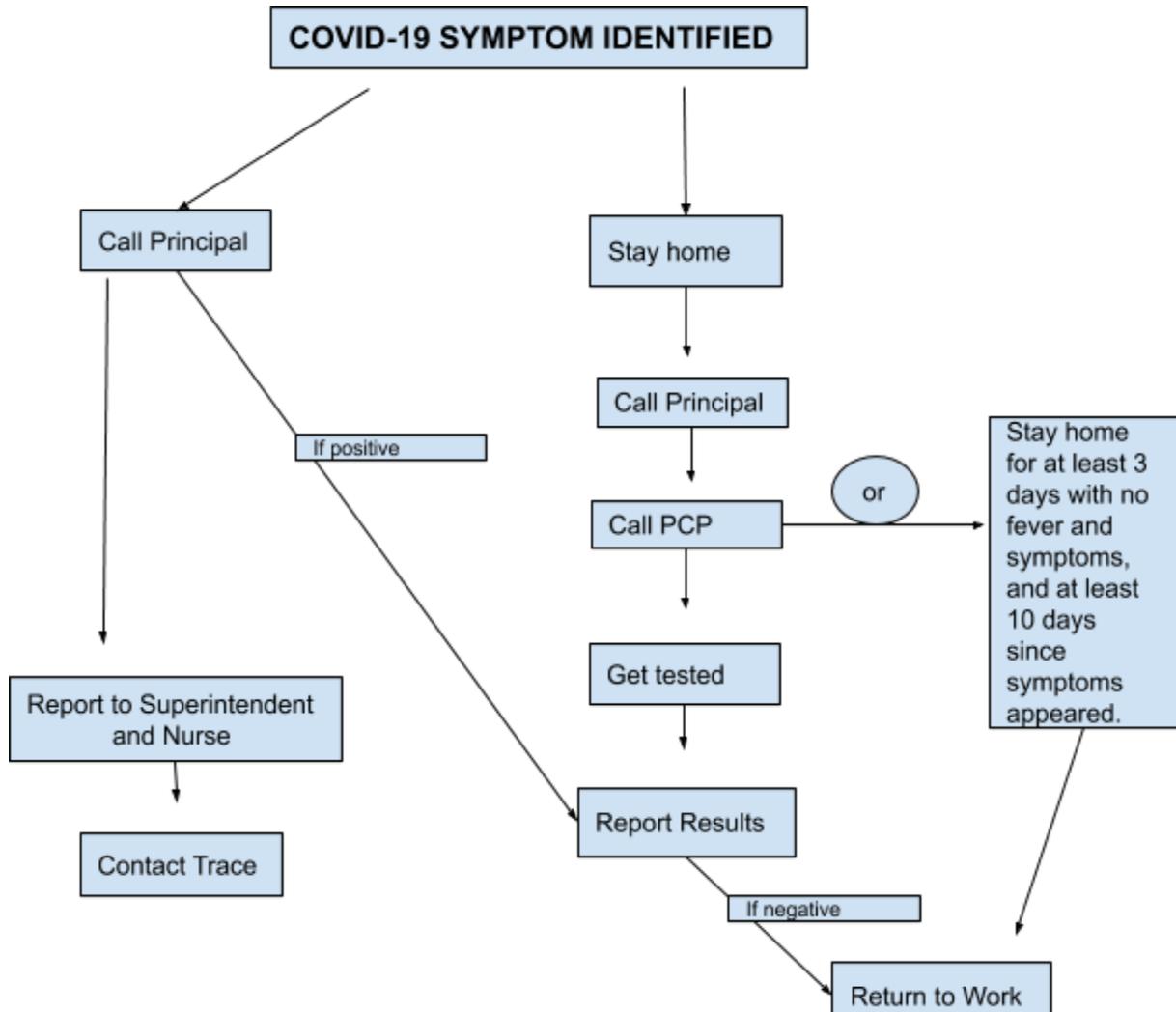
Doffing PPE: <https://www.youtube.com/watch?v=PQxOc13DxvQ>

Protect yourself: <https://www.youtube.com/watch?v=PQxOc13DxvQ>

Wearing a Cloth face covering: <https://www.youtube.com/watch?v=ML3n1c0FHDI>

COVID-19 GUIDELINES FOR REPORTING ILLNESS

ALL STAFF:



COVID-19 GUIDELINES FOR REPORTING ILLNESS

Testing Positive for COVID-19:

MSAD #42 will comply with CDC recommendations regarding employees' return to work after testing positive for COVID-19. Under the current CDC guidance, an employee who has tested positive for COVID-19 will NOT be able to return to work until:

- the employee has gone three days without exhibiting symptoms of COVID-19, and at least ten (10) days have passed since the employee's symptoms appeared; OR
- the employee has received two (2) negative COVID-19 test results from specimens taken more than 24 hours apart.

If an employee has been out of work due to testing positive for COVID-19 and the employee has used personal sick leave, FFCRA (Family First Coronavirus Response Act), or FMLA (Family Medical Leave Act) leave, the employee will need to provide a medical note stating that they are medically cleared to return to work prior to doing so.

Self-Quarantined Due to Exposure to COVID-19:

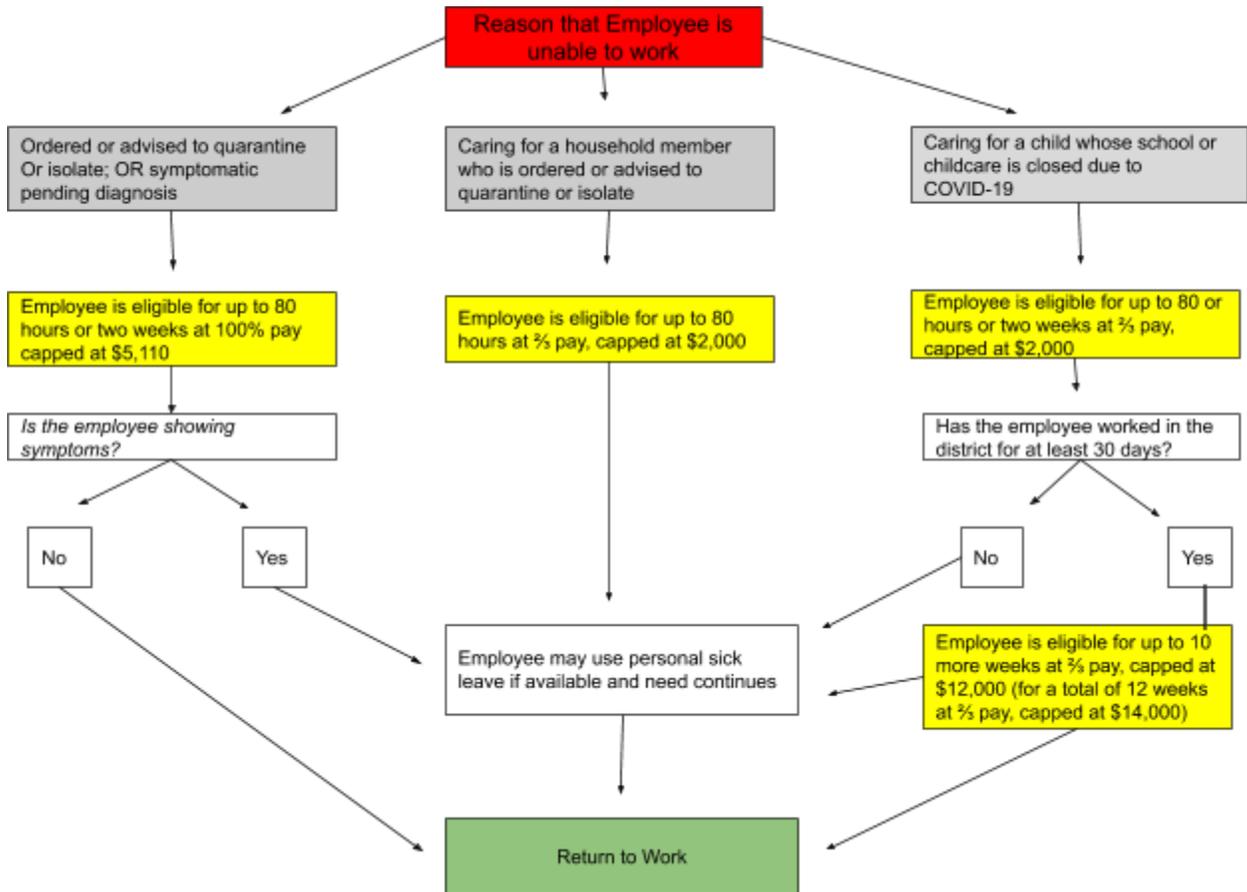
Employees who believe they have been exposed to COVID-19 should STAY HOME, CONTACT THEIR PRINCIPAL, follow CDC Guidelines for Quarantine and Self-Isolation, and contact their PCP. Employees who have been tested and the results were negative should communicate the results to their Principal and make plans to return to work. Employees who have not been tested but who have exhibited symptoms of COVID-19 may not return to work until the employee has gone three days without exhibiting symptoms of COVID-19, and at least ten (10) days have passed since the employee's symptoms appeared.

“High Risk” Employees:

MSAD #42 will work with each individual employee to provide realistic accommodations to employees who may be in need. Any employee who has a medical condition that is considered to be in the “high risk” category should talk to their Principal and provide medical documentation. This will allow the district to review the circumstances and to understand if accommodations may be made and if there is a need for remote work. Given that we work in a school system in which the majority of students will be at school, there is no guarantee there will be remote work available. Those employees who must be out and who are unable to work remotely, will need to use available personal sick leave. Additionally, those employees may have access to additional leave via FFCRA or FMLA

COVID-19 LEAVE FLOW CHART

COVID LEAVE FLOW CHART

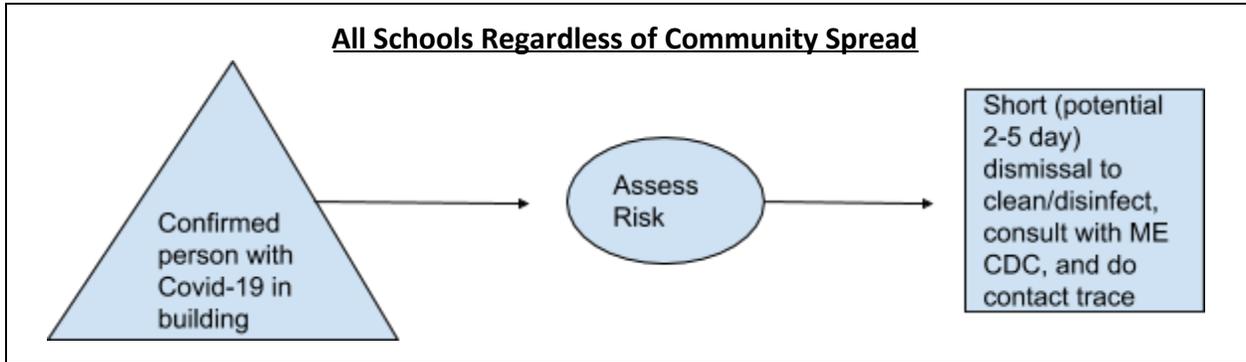


** Prior to accessing FFCRA Leave, an employee must submit an FFCRA Leave Request. MSAD #42 may require medical documentation or certification in order to approve an FFCRA Leave Request.*

** Any employee showing symptoms of COVID-19 may only return to work after meeting the standards recommended by the CDC. Any employee who exhausts their FFCRA Leave and/or contractual leave may request an unpaid leave of absence from the Superintendent. The decision to grant such a request is subject to the Superintendent's discretion.*

** The FFCRA provisions apply from April 1, 2020 through December 31, 2020.*

SCHOOL DECISION TREE



NO COMMUNITY SPREAD	MINIMAL TO MODERATE SPREAD	SUBSTANTIAL SPREAD
<ul style="list-style-type: none"> *Teach and reinforce healthy habits *Prioritize cleaning/sanitizing *Monitor absenteeism *Assess group gatherings and events <ul style="list-style-type: none"> -consider postponing non-critical gatherings/events *Require sick students and staff to stay home *Establish procedures for someone becoming sick at school *Monitor changes in community spread 	<ul style="list-style-type: none"> *Coordinate with local officials *Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building *Consider ways to accommodate needs of children and families at high risk *Monitor changes in community spread *Use PPE in buildings *Hybrid model of instruction 	<ul style="list-style-type: none"> *Coordinate with local officials *Implement multiple social distancing strategies for gatherings, classrooms, and movement through the building with <u>EXTENDED SCHOOL DISMISSALS</u> *Consider ways to accommodate needs of children and families at high risk *Remote learning model *Monitor changes in community spread

- *Community is defined as the geographical area that students reside in. For SAD #42, the community includes the towns of Mars Hill, Blaine, Bridgewater along with the unorganized territory of E. Plantation.*

SCHOOL DECISION TREE

DECISION CONTINUUM / INSTRUCTIONAL MODEL:

ISOLATED COMMUNITY 0-5 TRANSMISSIONS	MODERATE COMMUNITY 6-14 TRANSMISSIONS	SUBSTANTIAL COMMUNITY 15+ TRANSMISSIONS	CONFIRMED <u>IN SCHOOL</u> CASE OF COVID-19
<p>*All students encouraged to attend <u>in-person instruction model</u></p> <p>*Remote learning will be available to those learners who are health compromised and/or who have family members who are health compromised and/or whose parents prefer this mode of instruction</p> <p>*Honor social distancing guidelines</p> <p>*Follow guidelines for PPE</p> <p>*Teach and reinforce health hygiene practices</p> <p>*Monitor absenteeism</p> <p>*Require sick students and staff to stay home</p> <p>*Prioritize cleaning/sanitizing procedures</p>	<p>*Full CDC social distancing guidelines will be implemented.</p> <p>*Hybrid instruction model—this model is meant to be a transition model and not intended for long-term instruction</p> <p>*Hybrid model: -half-day sessions with half of each class coming each session; two sessions per day -Students stay in same cohorts -prioritize ELA, math instruction -meals eaten in classroom -to the extent possible, keep class sizes at no more than 12 students</p> <p>*PPE must be worn</p> <p>*No large group gatherings</p> <p>*Cancel field trips, assemblies, sports</p> <p>*No afterschool activities</p> <p>*No nonessential visitors</p> <p>*Continuation of meals either by sending meal home or eating in classroom</p> <p>Prioritize cleaning/sanitizing procedures</p>	<p>*All students/staff will move to <u>remote learning model</u> for a period of at least one month (4 weeks) or until the community cases drop below 15 confirmed cases</p> <p>*Remote learning model: -jr/sr high: follow regular schedule and technology to instruct students -grades PK-6: utilize a combination of work packets and technology to instruct students</p> <p>*Cancel field trips, assemblies, sports, or group gatherings</p> <p>*No after school activities including co/extracurricular</p> <p>*Staff may teach from their classrooms to the extent that the school is safe</p> <p>*Deliver meals to the home to the extent that it can be done safely</p> <p>*Consider ways to accommodate the needs of students and families at high risk</p>	<p>*Students and staff will be dismissed for 2-5 days to allow for cleaning, sanitizing</p> <p>*Move to a <u>remote learning model</u> for the short-term</p> <p>*Contact CDC for guidance and recommendations</p> <p>*Cancel co/extracurricular activities for the short-term</p> <p>*Cancel after school programs for the short-term</p> <p>*Cancel programs, events, and group gatherings for the short-term</p> <p>*Communicate with staff, parents, and students</p> <p>*Clean, disinfect, and sanitize thoroughly</p> <p>*Ensure continuity of education, meals, student services</p> <p>**Remote learning model: -jr/sr high: follow regular schedule and technology to instruct students -grades PK-6: utilize a combination of work packets and technology to instruct students</p>

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COVID-19 RETURN TO WORK AGREEMENT ***EMPLOYEE TO SIGN AND RETURN TO PRINCIPAL'S OFFICE***

MSAD #42 must adhere to the guidelines set forth by the CDC as well as the State of Maine in response to COVID-19. Our goal is to continue to minimize the interaction and risk of possible transmission of COVID-19 between employees. Work schedules and workspaces may have been modified or reassigned to ensure employees are safe and able to comply in accordance with the COVID-19 Return to Work Agreement.

I, _____, acknowledge, understand, and agree that while working in the building I am to adhere to the following protocol:

1. I will complete a self-screening assessment daily to check for symptoms of COVID-19. Certain responses will require that I remain home. In this event, I will contact my supervisor immediately.
2. I will enter any school building with a face covering each day.
3. I will wear my face covering/mask/shield when in the presence of others (ie. restroom, hallway, conference rooms, communal areas, etc.) or maintain six (6) feet of distance--about two arm's length- at all times throughout the workday.
4. I will practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the workplace and throughout the workday. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after coughing/sneezing and using the restroom.
5. If during my workday, I begin to experience any signs and symptoms of respiratory illness or spike a fever of 100°F or higher, I will notify the Principal immediately to avoid exposing others in the workplace.

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6. I will notify my Principal if I, or anyone in my household, has been confirmed to have COVID-19. As a response to protect the health and safety of our workforce, we will notify the building custodians so the work areas can be sanitized and will follow the CDC guidelines to notify all employees that have come in contact with and/or have been exposed to this person in the most confidential manner possible.

7. I have watched the CDC training videos included and understand the expectations.

My signature below is an acknowledgment that I have read, understand, and agree to comply with the above terms. I also acknowledge that failure to adhere to this agreement could result in disciplinary action with respect to a violation of MSAD #42 policies and procedures. Employees will be notified of updates as guidance may change.

Employee's Signature

Date

Building Administrator Signature

Date

