

Brainerd Public Schools Summer COVID-19 Safety Protocol

Effective: 06/08/2020

Effective June 8, 2020, the work of administrators, administrative assistants, and other employees whose work during the summer occurs mainly in school building offices will transition to once again being done primarily on-site.

Influencing Factors:

- The safety and well-being of Brainerd Public Schools employees, students, and the community is of utmost concern.
- Brainerd Public Schools will follow recommendations of the Minnesota Department of Health and the Center for Disease Control.

COVID-19 Specific Protocols:

- **Your Health:**
 - Stay home if you don't feel well, including a fever greater than 100.4 degrees.
 - If you have symptoms identified by the Minnesota Department of Health (MDH) as COVID-19 related: high fever, cough, shortness of breath, chills, headache, muscle pain, sore throat, or loss of taste or smell or other less common symptoms include gastrointestinal symptoms like nausea, vomiting, or diarrhea, please contact your healthcare provider to arrange an appointment. Once you have a diagnosis, contact District Nurse Aimee Jambor at (218) 851-3687 about when you can return to work.
 - Staff working in Child Care sites will receive a health screening upon arrival on-site.
 - Records kept are confidential and considered private medical personnel data.
- **Social Distancing:**
 - Adhere to a minimum 6-foot separation between employees at all times and in all locations including when working in groups and moving/walking around other employees.
- **Personal Protective Equipment / Cleaning and Disinfecting:**
 - Wear a mask while inside or outside of the building in group activities. Avoid touching your face or mask.
 - Wearing a mask is required when working with children.
 - Contact the building office if you need a mask for yourself/staff. One per employee will be provided.
 - If you are alone or more than six feet from another adult while in an office, classroom, or work area, masks are not required but strongly recommended.
 - Disinfectants and/or disposable wipes will be provided to ensure we are keeping areas clean. Employees, as coordinated by building and/or department leads, will regularly disinfect their own and common areas after each use (copier, printer, fridge, microwave, file cabinets, etc.). Frequently wipe off facility surfaces, with sanitary wipes, prior to and after meetings. Use disposable gloves when cleaning the work environment and when handling items from parents/students. Hand wash often with soap and water.
 - Custodians will disinfect restrooms, common area spaces, and entrances to facilities daily.
- **Access to School Buildings:**
 - District facilities will remain closed to the general public until August 1, 2020.
 - Child Care is being provided in designated spaces at Washington Educational Services Building, Nisswa Community Center and Forestview Middle School.
 - Admittance will be allowed by appointment or invitation from office staff at the entrance doors. Signage will be posted.

Frequently Asked Questions:

- **What do I do if I am sick and/ or believe I might have COVID-19?**
 - Stay home if you are sick or have symptoms of COVID-19.
 - If you have symptoms identified by MDH as COVID-19, contact your healthcare provider. Once you have a diagnosis, contact District Nurse Aimee Jambor to discuss when you are able to return to work.

- **What do I do if I have been exposed to someone who has tested positive for COVID-19?**
 - Contact your healthcare provider to determine next steps.
 - Once you have next steps, contact District Nurse Aimee Jambor.

- **Will I be notified if someone working in my building tests positive for COVID-19?**
 - This is private medical data and we handle each situation on a case by case basis as directed by MDH.

- **What do I do if I have an underlying health condition and don't believe I can work on-site?**
 - Each employee must be able to perform the essential functions of their position with or without accommodation. You must contact your supervisor for a discussion about what you are and are not able to do. If it is determined that you are not able to perform the essential functions of your position, you will be provided the options for leave available to you. Please be prepared to submit documentation of your health condition from your healthcare provider.