



EL COLEGIO

COVID-19 Procedure Policy

This policy was developed based on the Minnesota Department of Health's publication:
Planning Guide for Schools: Health Considerations for Navigating COVID-19
<https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf>

COVID-19 Program Coordinator

El Colegio will identify a staff member who will be the point-of-contact to communicate concerns, challenges, and lessons learned related to COVID-19 preventive activities as needed with other staff, students, families, school leadership, and local health officials. Additionally, the COVID-19 Coordinator may identify an assistant student coordinator who can support student ownership and shared responsibility for creating a safe and healthy school environment.

Social Distancing

The Minnesota Department of Health defines "social distancing" (also called physical distancing) as keeping three to six feet of space between oneself and other people anywhere outside of one's home. Social distancing is a critical tool in decreasing the spread of COVID-19. To every extent possible, any and all persons on school property must adhere to social distancing at all times.

Face Covering

Any and all persons present on school property are required to wear a face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected. Types of allowable face coverings include: paper or disposable mask, cloth face mask, scarf, bandanna, and/or religious face covering. The covering should cover the nose and mouth of the wearer completely.

A face covering is not a substitute for social distancing, but is especially important in a situation where maintaining social distancing is not possible. Face coverings are not required for anyone under age 2, or anyone unable to remove the face covering without assistance. Anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition may use a face shield.

A face shield (a clear plastic barrier that covers the face) allows visibility of facial expressions and lip movements for speech perception and may be used as an alternative to a face covering in the

following situations: for those who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition; or for staff providing direct support student services, when a face covering impedes the service being provided.

Any and all persons on El Colegio High School property may temporarily remove their face covering or face shield only in the following situations:

- During activities held outdoors, provided that social distancing is maintained to the extent feasible
- To eat or drink, but social distancing should be maintained to the extent feasible
- For the purposes of staff to check the identification of visitors
- Staff working alone in their offices, classrooms, vehicles, or other job locations who do not have any person-to-person interaction
- Staff working in communal spaces (e.g., at desks or in cubicles) that have barriers such as plexiglass or cubicle walls between employees that are above face level
- When communicating with a person who is deaf or hard of hearing or has a disability, medical condition, or mental health condition that makes communication with a face covering difficult, provided that social distancing is maintained to the extent possible

Anyone who has questions or concerns about when it is acceptable or appropriate to temporarily remove a face covering should consult the COVID-19 Coordinator.

El Colegio will provide face coverings and/or face shields to all employees and students. Employees and students may choose to wear their own face covering so long as it meets the minimum requirement of covering the nose and mouth. El Colegio will maintain an extra supply for staff and students who forget to bring their face covering.

Hygiene Practices

El Colegio staff will ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used.

Regular handwashing will be expected of any and all persons on school property. Key times handwashing is expected includes but is not limited to: entering the building; before and after eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; and/or after touching objects with bare hands that have been handled by other people.

Cleaning and Materials Handling

El Colegio will have an established schedule for routine environmental cleaning and disinfection of high-touch surfaces and shared equipment throughout the day. Students and staff will keep all personal items in individual, predesignated areas. Supplies and equipment will be dedicated to specific rooms or areas and must stay in that location.

Handling Suspected or Confirmed Positive Cases of COVID-19

All members of the school community must be vigilant in monitoring for symptoms of illness and protect others by staying home when they are feeling ill and following COVID-19 specific exclusion and self-quarantine guidance when appropriate.

El Colegio's COVID-19 Coordinator will be responsible for responding to COVID-19 concerns and who will help coordinate with local health authorities regarding positive COVID-19 cases. All school staff and families will know who this person is and how to contact them.

Staff and families will have a process to self-report to the school if they or a member of their household has symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days; in a manner that is consistent with applicable laws and privacy policies, including the Family Educational Rights and Privacy Act (FERPA).

El Colegio will utilize the Minnesota Department of Health's *Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs* to determine when a student or staff member may return to school following illness or COVID-19 testing.

www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf

It is not required for students or staff members to have documentation of a negative viral test or a letter certifying release from isolation in order to return to school, but they must follow guidance regarding when to return to school.

A dedicated room in the school building will be solely for those exhibiting symptoms and waiting to go home. This room will be entirely separate from any area where student health services would be delivered for routine types of care (such as medication administration).

All staff, students and visitors are screened, and get their temperatures checked when arriving at El Colegio. Symptomatic students, staff or visitors will be tested onsite with an approved Rapid Test. Students who are waiting to be picked up remain under the visual supervision of a staff member who is at least 6 feet away. Both the symptomatic student and the supervising adults must wear a face mask.

The COVID-19 Coordinator will notify the Minnesota Department of Health of confirmed COVID-19 cases among students and staff (as required by Minnesota Rules, Chapter 4605.7050). El Colegio will coordinate with local health officials in notifying staff, families, and the public as needed if a person with COVID-19 was on the school premises while infectious; while maintaining confidentiality in accordance with FERPA and all other state and federal laws.

Shifting into Remote Learning

Given the current state of the pandemic El Colegio is not using county data to make its decision to shift into remote learning. El Colegio will shift into Remote learning when 10% of

El Colegio's population [staff/students] are positive for COVID-19, unless emergency powers are put into effect.

The Board grants power to the Executive Director to make decisions regarding switching learning models based on factors including the specific needs, situations, and best interests of the El Colegio community. The Executive Director will consult with the Board Chair, school leadership, staff, and community stakeholders when considering to switch from one particular scenario to another.

El Colegio recognizes that COVID-19 is affecting our Latinx and Indigenous communities at a higher rate.

Staff Expectations

- “Before coming to work onsite” checklist
 - How am I feeling, what’s my temperature, etc
- “When arriving onsite” checklist
- Symptoms checklist posted at entrance
- Assigned staff will take temp and go through checklist verbally w/ anyone who enters building
- Teach and reinforce the use of face coverings and/or face shields for students and staff throughout the school day, including on transportation vehicles, inside school buildings, and generally when on school grounds.
- Staff will practice and model social distancing.
- Build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities. Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.
- Require that staff and students stay home if:
 - They have tested positive, are waiting for a test result, or are showing COVID-19 symptoms, until they meet criteria (see MDH Decision Tree, below) for return.
 - They have recently had close contact with a person with COVID-19, until they meet criteria for return.
 - Follow the MDH Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs (www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf) to determine who must stay home and when staff or students may return.

Student Expectations

- Develop and implement policies for face coverings and ensure the policy is clearly posted and communicated to students, staff, families, and potential visitors to the school building.
- The use of suspension for students as a consequence of not wearing a face covering is strongly discouraged, El Colegio will continue using their philosophy of restitution and cultivate In Lak'ech.
- School leaders should work with students who cannot tolerate face coverings due to legitimate health reasons (e.g. health conditions, disability, etc.) and work to create a school climate that will combat stigma and bullying of these students.
- Students understand it is vital to practice social distancing while in the building and the community. When Social Distancing is not practiced students and staff will problem solve and discuss student needs following the philosophy of restitution. Students may be dismissed if they are unable to practice social distancing after meeting with staff.