



## COVID-19 Preparedness Plan for TriDistrict Community Education Enrichment Courses (Adult and Youth)

TriDistrict Community Education is committed to providing a safe and healthy environment for all. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. All staff share the responsibility of implementing this plan. Our goal is to mitigate the transmission of COVID-19 in our enrichment courses, and that requires full cooperation among TriDistrict staff, participants, and visitors. Only through this cooperative effort can we establish and maintain the safety and health of our staff and participants.

Our Preparedness Plan follows the Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Social distancing;
- Cleaning, disinfection, and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to staff and participants

### Handwashing

Basic infection prevention measures are being implemented at our facilities.

- All visitors to the facility will be required to sanitize their hands prior to or immediately upon entering the facility by one of the following methods:
  - Visitors may use the nearest restroom to wash hands immediately after entering.
  - Visitors may use hand sanitizer when available for use or bring their own alcohol based hand sanitizer to use while in the building.
- Individuals are instructed to wash their hands for at least 20 seconds with soap and water or use an alcohol based hand sanitizer frequently while on site.
- Handwashing signs will be posted at building entrances, and in restrooms.

### Respiratory Etiquette

- Masks
  - Individuals are required to wear a face covering while in a district building.  
Allowed face coverings are:
    - Paper or disposable mask;
    - Cloth face mask;
    - Religious face covering; or
    - Medical-grade masks.
  - Masks are required while waiting in a line or queue to enter a building.
  - Children two years old and younger and those with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering are not required to wear a mask.
  - Masks may be temporarily removed for other purposes as defined in [MN Executive Order 20-81](#)

- Cover your cough or sneeze  
Individuals are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward,
- Cover your Cough Signs will be posted throughout the building.

## **Social Distancing**

Social distancing is being implemented in the facility in the following ways:

- Participants will be notified of which door to enter and exit through. Different doors may be used for entering and exiting the building.
- Signage is posted in the building to remind people to maintain social distance of six feet whenever possible. Prominent areas where signs may be posted are building entrances, restrooms, classrooms, gymnasiums, cafeterias, media centers and other areas where people generally gather.
- Signage for maximum occupancy will be posted in all rooms including restrooms and locker rooms whenever possible.
- Classrooms and other meeting spaces will be set up with desks, tables, and/or chairs facing forward.

## **Cleaning**

Regular cleaning practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas inside the buildings, including restrooms, classrooms, gymnasiums, and meeting rooms. High-touch areas will be cleaned and disinfected frequently. These duties will be performed by building custodial staff of Community Education building supervisors when custodial staff are not available.

- Class participants may not use areas outside of the designated classroom and restrooms.
- Doors will be propped open to reduce handling when possible.
- Rooms will be cleaned and disinfected between users.

## **Screening Procedures for individuals exhibiting signs and symptoms of COVID-19**

Community Education Staff and Instructors

- Community Education staff and instructors will be required to complete a self assessment at home immediately before leaving for work. If they are experiencing any symptoms of COVID-19 they will be required to remain home and should contact their healthcare provider.

## Check-In Assessment

- Participants must complete a health screening checklist before leaving home. Use this [screening checklist](#).
- All building visitors will be notified in advance that they must check in at the entry point upon arrival and may not proceed to the room reserved until cleared by the building supervisor or other individual authorized by TriDistrict Community Education.
- Signs will be posted inside the buildings listing COVID-19 symptoms and instructing visitors to return home and contact their healthcare provider if they exhibit any symptoms.

**Self Assessment:** Individuals reporting the following symptom(s) will not be permitted into the building and will be asked to return home if they can answer “Yes” to any of the following:

- A new fever (100.4°F or higher), or a sense of having a fever.
- A new cough that you cannot attribute to another health condition.
- New chills that you cannot attribute to another health condition.
- New shortness of breath that you cannot attribute to another health condition.
- A new sore throat that you cannot attribute to another health condition.
- New muscle aches that you cannot attribute to another health condition.
- A new headache that you cannot attribute to another health condition.
- New loss of smell or taste that you cannot attribute to another health condition.
- Had direct household contact with a person experiencing an undiagnosed cough and fever or has been diagnosed with COVID-19.
- Diarrhea or vomiting in the last 24 hours.

## Illness Tracking

- Community Education will be keeping rosters and taking attendance for all activities should the information be needed by healthcare professionals for tracking purposes.
- Participants must notify Community Education if they test positive for COVID-19 within one week after attending class.
- Community Education will work with the Minnesota Department of Health to follow up if a participant, or instructor tests positive for COVID-19.

## Communications and Training

This Preparedness Plan was communicated to the Community Education Leadership team and staff and necessary training was provided. This plan will be updated as necessary. Additional communication and training will be ongoing during staff development sessions and provided to all staff who did not receive the initial training.

This plan is available to the public on the TriDistrict Community Education website and relevant information will be communicated to program participants with their registration. Participants who do not want to abide by these procedures may cancel their registration at any time without penalty.

Questions about this plan should be directed to Barb Pierce, Health & Safety Coordinator, [pierceb@isd199.org](mailto:pierceb@isd199.org)