

COVID-19 Mitigation Guidelines for SCUSD School Staff

Use the following guidelines for situations in which essential staff must visit worksites to interact with other staff, interact with students and families or for tasks that cannot be postponed or done over the phone or video conference.

The possible scenarios considered here are:

1. Distributing medication, supplies or equipment to staff or students/family members
2. Going onsite to do essential work or pick up supplies
3. Essential meetings with other staff/person(s)

For comprehensive information about how the school district is managing response to the COVID-19 school closures, please visit the SCUSD website at <https://www.scusd.edu/covid-19>.

Standard precautions during this time include:

- Do not leave the house if you are sick.
- Wear a face covering at all times - Any type that covers the mouth and nose. A surgical or N95 mask is not necessary.
- Wash your hands frequently.
- Use cough/sneeze etiquette. [CoverYourCoughSign.jpg \(50 KB\)](#)
- Maintain 6 or more feet distance between people.

Scenario 1: Delivery of materials to students, family members or staff from the school site

1. Notify the site principal and plant manager of your intention to distribute materials on site for approval of the plan and to ensure post sanitizing.
2. Before the transfer, set up the plan and location to ensure safe interaction and distribution:
 - Encourage a drive-up scenario with the recipient staying in their car.
 - Ask the parent/guardian to place a sign with the student's name in the car window or text staff once they have arrived onsite.
 - Stagger pick up or meeting times to avoid extended waiting and maintain 6 or more feet of distance apart at all times.
 - Establish physical barriers between staff and recipients, such as, a table or gate.
 - Ensure that gloves, disinfectant, tissues and waste bins are available.
 - If a walk-up line is expected, place signage in the area to establish distancing of 6 or more feet apart.
 - If indoors, allow a maximum of 3 people in the line at a time with the remainder forming a line outside with distancing of 6 or more feet apart.
3. All staff to wash hands or use hand sanitizer upon arrival to site.
4. All staff to wear face covering at all times.
5. Staff to handle equipment/medications/supplies with clean washed or gloved hands.
6. Staff to clean and disinfect equipment, medication bottles or packaging before distributing with the district-approved disinfectant, a solution of 70% alcohol or a disinfecting wipe.
7. Staff to place the item directly into the recipient's car or leave on a clean surface at a safe distance for the recipient to pick up. Avoid touching the recipient or recipient's vehicle.
8. Staff to remind recipients about distance precautions of 6 feet.
9. Wash hands, sanitize or re-glove after any contact or risk of contamination.
10. Staff to document the distribution. Avoid having the recipient touch anything.
11. Ask the recipient to verify verbally if needed - Medication count, equipment identification or numbers.

Scenario 2: Essential presence of staff on work sites, including Serna Center.

1. Check with supervisor, principal and plant manager at least 24 hours before going to the site for approval of the plan and to ensure post sanitizing.
2. Open doors and windows to common areas in order to allow the best ventilation.
3. Wash hands or use hand sanitizer upon arrival at site before touching anything.
4. Wear a face covering that covers both nose and mouth at all times.
5. Use cold/flu hygiene at all times on site. Once a tissue is used, throw it away in a waste container, and then wash hands with soap and water or use hand sanitizer. Do not touch your face.
6. Conduct business as quickly as possible.
7. Keep 6 feet away or more from other persons on site.
8. Clean surfaces you touched using gloves and district-approved disinfectant, if available, or notify the custodian of contaminated areas.
9. Wash hands or use hand sanitizer before leaving the site.
10. Wash hands upon arrival to your home.

Scenario 3: Essential meetings on work sites. (only if virtual meeting is not possible)

1. Check with supervisor, principal and plant manager before planning any meeting for approval of the plan and to ensure post sanitizing.
2. Prepare the meeting site in advance:
 - Identify a large room or area with good ventilation/fresh air from outside.
 - Set up the space to maintain 6 or more feet distance between people, such as, physical barriers, table, counter, chairs placed apart.
 - Wipe down any tables before the meeting by using gloves and a district-approved disinfectant or solution with 70% alcohol.
 - Provide tissues, a lined, no-touch waste basket and hand sanitizer.
 - Post a cold/flu hygiene poster.
 - Provide face coverings for those that do not have them.
3. Upon arrival, encourage all participants to wash their hands or use hand sanitizer.
4. All participants to wear a face covering that covers both nose and mouth at all times.
5. Staff to remind participants about distance precautions of 6 feet and cold/flu etiquette.
6. Maintain 6+ feet of distance between people at all times - No shaking hands or hugging.
7. Conduct meetings in as short a time as possible. Minimize talking to only essential conversation.
8. If document signing is necessary, wash hands or use hand sanitizer before and after touching paper or pens. Advise each person use their own pen, if possible.
9. Disinfect tables and other surfaces after the meeting by using gloves and district-approved disinfectant, solution with 70% alcohol or disinfecting wipe.
10. Wash hands or use hand sanitizer before leaving the site.
11. Wash hands upon arrival to your home.

Additional Information - Handling of Face Coverings:

- Use a freshly laundered or clean face covering for each onsite visit.
- Clean your hands with soap and water or hand sanitizer before touching the face covering.
- Apply your face covering before coming onto the worksite.
- Remove your face covering after leaving the worksite.
- Avoid eating or drinking while wearing the face covering.

How to Remove a Face Covering⁶:

1. Wash your hands with soap and water or use hand sanitizer before touching the face covering. Avoid touching the front of the covering, which is contaminated.
2. Only touch the ear loops, ties or band. Follow the instructions below for the type of covering you are using:
 - *Face covering with Ear loops*: Hold both of the ear loops and gently lift and remove the covering.
 - *Face covering with Ties*: Untie the bottom bow first then untie the top bow and pull the covering away from you as the ties are loosened.
 - *Face covering with Bands*: Lift the bottom strap over your head first then pull the top strap over your head.
3. Throw any disposable masks in a waste container.
4. Place your reusable face covering in a plastic or paper bag until you arrive home. Wash by hand with warm water and soap or in the washing machine.⁵
5. Wash your hands with soap and water or use hand sanitizer.

There may be other scenarios in which staff may need to go out into the community for essential contact. Always use the standard precautions of wearing a cloth face covering, handwashing, distancing and cold/flu hygiene. Consult with Health Services for specific questions, or for recommendations about situations that may put you at higher risk of exposure or may expose others to communicable disease such as COVID 19.

References:

1. OSHA (2020). Guidance on Preparing Workplaces for COVID-19. Retrieved from: <https://www.osha.gov/Publications/OSHA3990.pdf>
2. CDC (2020). Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19). Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
3. CDC (2020). Cleaning and Disinfecting Your Facility. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>
4. CDC (2020). Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
5. CDC (2020). Use of Cloth Face Coverings to Help Slow the Spread of COVID-19. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
6. San Francisco Department of Public Health (2020). How to Put On and Remove a Face Mask. Retrieved from: <https://www.sfdcp.org/communicable-disease/healthy-habits/how-to-put-on-and-remove-a-face-mask/>

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or
cough or sneeze into your upper sleeve, not your hands.



Put your used tissue in the waste basket.



You may be asked to put on a surgical mask to protect others.

Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or
clean with alcohol-based hand cleaner.



Minnesota Department of Health
111 5th Dinklage Street
Minnesota, MN 55415
612-676-6414 or 1-877-676-6414
www.health.state.mn.us



APIC
American Professional Society on the
Independent Practice of Infection Control and
Epidemiology