



# Hmong College Prep Academy COVID-19 Safety Plan

Rev 3.9.21

## Introduction

**Hmong College Prep Academy** is committed to providing a safe and healthy environment for our students, staff and their families. To ensure this commitment is met, we have developed and will continue to revise the COVID-19 Guidance for Students and Families in response to the everchanging Coronavirus Disease 2019 (COVID-19) pandemic.

This document incorporates COVID-19 related health recommendations from the Centers for Disease Control and Prevention (CDC)'s [Childcare, Schools, and Youth Programs](#) guidance as well as Minnesota Department of Health (MDH) guidelines for [Schools and Childcare: COVID-19](#) and [COVID-19 Prevention Guidance for Youth, Student, and Child Care Programs](#). HCPA continuously monitors for new guidelines or modifications to current guidelines and is committed to applying those recommendations in a timely manner.

## School Year 2020-2021 Planning

Reopening of school is critical during the COVID-19 pandemic, when children and families are experiencing additional economic hardships, social isolation and other stressors. Schools are a vital component of communities and have a tremendous impact on the health, well-being, growth and development of students and families.

Minnesota's [2020-2021 Planning Guide for Schools](#) and the [Safe Learning Plan for the 2020-21 School Year](#) provide guidance for school districts and charter schools about how to operate safely during the COVID-19 pandemic. Based on evolving knowledge and understanding of the virus, Minnesota school leaders are asked to make plans based on three possible scenarios: in-person learning for all students; a hybrid model with strict social distancing and capacity limits; and full distance learning. Future decisions to increase or loosen restrictions will be made if COVID-19 metrics at the local, regional or state level worsen or improve.

The plan prioritizes safe learning for all Minnesota students, including requiring school districts and charter schools to give families the option to choose distance learning for their student no matter which learning model their school is implementing. The Safe Learning Plan has been updated so that early learning and elementary schools are not required to use county COVID-19 data as a determining factor in choosing a learning model. This plan also lays out additional strategies to help get students back in classrooms while keeping students, families, educators and staff safe.



## Safe Learning Models

Communities across Minnesota are experiencing the impact of COVID-19 in different ways. While some areas of the state have seen significant outbreaks, other communities have experienced steady or relatively low numbers of new cases. These case counts have shifted dramatically since they started being measured, to the present day in which this plan is modified. While there are many factors to take into consideration when determining an appropriate learning model for school opening, the decision-making process should first center on local data indicating the level of viral activity in the surrounding community. School districts and charter schools are encouraged to use the following process in assessing and determining an appropriate learning model for school opening:

HCPA consults with the MDH learning model selection parameters as indicated by county-level data to determine the base learning model. HCPA also consults with its Board of Directors for guidance on and approval for potential changes to learning models. The following information is shared with the Administration Team on a weekly basis, and the Board of Directors as needed.

Every week the County Coronavirus Case Rate is published online to the public, Thursdays, at 11am on the following link: <https://www.health.state.mn.us/diseases/coronavirus/stats/wschooll.pdf>

### Learning Model Parameters:

#### Recommended policy options based on 14-day case rate range

Policy Option	Range (14-day case rate per 10,000 people)
In-person learning for all students	0 to less than 10
Elementary in-person, Middle/high school hybrid	10 to less than 20
Both hybrid	20 to less than 30
Elementary hybrid, Middle/high school distance	30 to less than 50
Both distance	50 or more

To determine the base learning model, school districts and charter schools will be advised of the bi-weekly case rate (over 14 days) by county of residence. These data are the number of cases by county of residence in Minnesota over 14 days per 10,000 people by date of specimen collection (when a person was tested). While any increase in case incidence represents greater potential risk, schools may consider a bi-weekly case rate of 10 or more cases per 10,000 to be an elevated risk of disease transmission within the local community, especially when the level of cases per week is sustained or increasing over time.

Planning for the school year School and district administrators were directed to develop three contingency plans to prepare for the 2020-21 school year using the three scenarios described below:



**Scenario 1:** In-person learning for all students. In this planning scenario, schools should create as much space between students and teachers as is feasible during the day and prioritize maintaining 6 feet of physical distancing for school staff and other adults in the building whenever possible. Activities and extracurricular programming should continue to follow the COVID-19 Prevention Guidance for Youth and Student Programs ([www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf)).

**Scenario 2:** Hybrid model with strict social distancing and capacity limits. In this planning scenario, schools must limit the overall number of people in school facilities to 50% maximum occupancy. Sufficient social distancing with at least 6 feet between people must occur at all times. If distancing cannot be achieved in a space, the number of occupants must be reduced. Schools must also limit the overall number of people on transportation vehicles to 50% maximum occupancy. Schools must include plans for contactless pick-up and/or delivery of meals and school materials for days that students and staff are not in the school building, as well as implementation of a school-age care program for critical workers. This scenario may be implemented if COVID-19 metrics worsen at the local, regional, or statewide level. Scenario 2 may also be implemented within a school if they experience clusters of cases within a classroom or the school.

**Scenario 3:** Distance learning only. This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. The requirements in this guidance regarding in-person protections would not apply to the general school community, as students and staff would be utilizing distance learning and would not be gathering in groups on school grounds. However, schools may be open to provide emergency child care or other functions



## COVID-19 Program Primary Coordinators:

**Student Data and Reporting to Health Department:** Txeng Xiong, School Nurse

**Overall Oversight:** Pao Yang, COO

**Plan Updates and Communication, Employee Issues:** Wendy Morina, HR Director

**Student Liaison and Safety Committee Chair:** Cindy Jones, High School Dean

**Teacher Representatives:** Sarah Jordan, Nasha Thoreson

<b>Environmental Control Issues</b>	<b>Behavioral Control Issues</b>	<b>Nursing &amp; Clinic Services</b>	<b>Operations</b>
Schedules of Sanitizing and Cleaning of Rooms/Surfaces	Entry & Exit Points for Staff & Students	School Nursing Staff	Transportation Areas Include Routing, Sanitizing, Checking Temps Before Riding Bus
Access to PPE and Cleaning/Sanitizing Supplies	Groupings & Schedules that Support Social Distancing	Health Screening Students & Staff Upon Entry	Food Service in Classrooms with Disposable Materials
Ventilation & Airflow to Reduce Exposure	Wearing, Providing & Cleaning of Masks	Isolation Procedures for Symptomatic Staff/Students	Technology provided to students and staff to ensure equity
Visual Social Distancing Signals on Floors and High Traffic Areas	Furniture Arrangements to Support Physical Distancing	Support for High-Risk Students & Students with Health Plans	Child Care for Staff and/or First Responder Children
Security & Visitor Protocols	Movement Cycles Around Building for Hallways and Stairways.	Medication Procedures	Food Distribution for those families opting for Distance Learning
Bathroom Procedures	Enforcement of Masks & Safety Protocols	Procedures for High Risk Staff/Students	HR Practices
Use & Cleaning of Congregate Areas	No Sharing of Objects	Contact Tracing Support from Health Department	Financial Support

## About COVID-19

[COVID-19](#) is a respiratory illness in people caused by a new (novel) virus. COVID-19 is primarily spread from person to person from respiratory droplets when an infected person coughs, sneezes or talks.

You can become infected by coming into prolonged (more than 15 minutes total over 24 hours) close contact (about 6 feet) with a person who has COVID-19. Some people without symptoms may be able to spread the virus. You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose or eyes. [COVID-19 symptoms](#) can range from mild to severe illness. Since this is a new virus, there are still things we do not know, but we are learning more about COVID-19 each day. It is currently not known whether previous infection and recovery from COVID-19 protects people from reinfection.

Minnesota's public health community is working to [slow the spread of COVID-19](#) in our state, and we count on all students, staff and their families to be part of that process. Our goal is to reduce the potential for transmission of COVID-19 in our schools and communities, and that requires full cooperation among our students and families and staff.

## Individuals at Higher Risk and Extended Absences

HCPA cares about the health and safety of our students and staff and has an obligation to provide a strong educational system that effectively supports students, staff and the community. [Some students may need to take extra precautions](#) or may be at higher risk for severe illness from COVID-19, such as [people with underlying medical conditions](#). Access to distance learning is key for families with students at high risk, when families are not comfortable with onsite learning options or when students have extended absences for COVID-19 related illness.

## Reasonable Accommodations

Accommodations for workers with underlying medical conditions may request a Reasonable Accommodation to work remotely. A doctor certification of a disability is required. The request form is provided at this link:

<https://docs.google.com/forms/d/e/1FAIpQLSf09JZcwDeEISxVKXFppP1OZ6JAeuvtsx8BpsaCqi07uuRDbA/viewform>



Further information can be found by reaching out to Human Resources for guidance. Please contact Human Resources at 651.209.8002, or email: [humanresources@hcpak12.org](mailto:humanresources@hcpak12.org)

## Protect Yourself and Others: Prevention Strategies

HCPA takes precautionary measures and follows guidance from the CDC and MDH in response to the COVID-19 pandemic to [stop the spread of germs](#).

Key prevention strategies include:

- Social distancing
- Promoting frequent and effective hand hygiene
- Wearing face coverings
- Using personal protective equipment
- Cleaning our facilities regularly; and
- Staying home when sick.

The best way to prevent illness is to avoid being exposed to this virus. You can take steps to slow the spread and [protect yourself and others](#).

### Social Distancing

[Social distancing](#) (also called physical distancing) means keeping space (3-6 feet) between yourself and other people whenever possible. Social distancing is a critical tool in decreasing the spread of COVID-19. HCPA has implemented strategies throughout the schools that promote social distancing in the classrooms, hallways, and cafeterias.

The American Academy of Pediatrics recommends placing student desks at least 3 feet apart, and ideally 6 feet apart when feasible. HCPA will work to provide spacing where possible between students, with a goal of 3-6 feet spacing when able. Students in elementary schools will be assigned to small cohort groups that stay together as much as possible throughout the day (e.g., during lunch, bathroom breaks, arrival and dismissal, free periods, recess).

Resources:

- [CDC Video: Social Distancing](#)

### Hand Hygiene

[Washing hands](#) with soap and water is the best way to get rid of germs in most situations. You can help yourself and others stay healthy by washing your hands and encouraging students to wash their hands often, especially during key times when germs are likely to spread.

HCPA has built in routines of hand hygiene into the daily school schedule for all students and staff.



We will 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.

**Resources:**

- [MDH: Hand Hygiene for Schools and Child Care](#)
- [MDH Video: How to Wash Your Hands](#)

## **Wear Cloth Face Coverings (Cloth Masks)**

Cloth face coverings or cloth masks are worn to protect other people in case the wearer does not know they are infected with COVID-19, according to MDH. Data has shown that wearing a face covering not only protects others, it protects the wearer, too. We all wear masks to protect each other.

**As of July 25, 2020, per [Emergency Executive Order 20-81](#), K-12 students, HCPA employees, and visitors are required to wear a face covering.** Face coverings are required in any HCPA school building, district office area or while riding on school transportation vehicles. [Executive Order 20-103](#) further defines updated requirements for face coverings during youth sports and indoor and outdoor physical activities. In December 2020, MDH updated the [Safe Learning Plan for the 2020-21 School Year](#), which now strongly recommends that staff wear face masks and face shields together whenever possible during the school day.

Pre-kindergarten children who are at least 2 years old are strongly encouraged to wear face coverings if they can do so in compliance with CDC guidance on [How to Wear Cloth Face Covering](#) without frequently touching or removing the covering. Children under 2 years or anyone with a medical, developmental, or behavioral condition that makes it unreasonable to wear a face covering must not wear face coverings.

A face covering must cover the nose and mouth completely, and can include a paper or disposable face mask, a cloth face mask, scarf, bandanna, neck gaiter, or a religious face covering. Students and staff have increased flexibility to wear face shields in certain circumstances. Face coverings must be appropriate attire, as outlined in the student handbook, and are for individual use only. They should not be exchanged with others. Face coverings or face shields are strongly recommended outdoors when it is difficult or not possible to maintain social distancing. Details are additionally laid out in the [MDH 2020-2021 Planning Guide for Schools](#).

**Resources:**

- [CDC Video: How to Wear a Cloth Face Covering](#)
- [MDH: Masking Recommendations for Child Care and Schools: COVID-19](#)
- [MDH Video: Mask Dos and Don'ts – for Students](#)

## **Cleaning and Disinfecting Measures**

HCPA follows guidance from MDH and the CDC to maintain a clean environment. HCPA staff routinely clean and disinfect surfaces and objects that are frequently touched and have implemented a multi-step disinfection and cleaning protocol to keep surfaces clean.

**Resources:**

- [MDH: COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs](#)

**Staying Home When Sick**

HCPA students and staff must not come to school/work if they are feeling sick. We ask that students, staff and families take extra precautions during this time.

- Self-monitoring = monitoring yourself carefully for any symptoms. Everyone should be doing this throughout the day
- Close Contact = being within 6 feet of someone who has COVID-19 or COVID-19 like symptoms for more than 15 minutes at a time
- Self-quarantine = you are not experiencing symptoms, but you were in close contact with someone who has tested positive for COVID-19 or is showing symptoms of COVID-19.
- Self-isolation = you are actively exhibiting symptoms consistent with COVID-19 and should be at home, preventing the spread of COVID-19 to others
- A fever is defined as 100.4° and higher
- Lab diagnosed/confirmed = the individual had a lab confirmed positive test for COVID-19

**COVID SYMPTOMS:**

COVID-19 affects different people in different ways. Infected people have had a wide range of symptoms reported 2-14 days after exposure to the virus, from mild symptoms to severe illness.

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1. Fever or chills
  2. Cough
  3. Shortness of breath or difficulty breathing
  4. Fatigue
  5. Muscle or body aches
  6. Headache
  7. New loss of taste or smell
  8. Sore throat
  9. Congestion or runny nose
  10. Nausea or vomiting
  11. Diarrhea
  12. Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
  13. Trouble breathing
  14. Persistent pain or pressure in the chest
  15. New confusion
  16. Inability to wake or stay awake
  17. Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

***Call your medical provider for any other symptoms that are severe or concerning to you***





## Travel

Given the high level of COVID-19 spread in our communities, any unnecessary travel is highly discouraged. If you must travel, do what you can to protect yourself and your family.

Before you decide to travel, think about:

- How much COVID-19 is spreading where you are going and how much it is spreading in your local community.
- Whether you or someone you are traveling with could get very sick from COVID-19.
- How easy or difficult it will be to keep 6 feet between people.
- Whether you would be able to miss work, school or other activities if you get sick.

For international travel, follow federal guidelines. Visit [U.S. Department of State: Travel](#) and [CDC: COVID-19 Travel Recommendations by Destination](#) for more information.

Effective January 26, the [Centers of Disease Control and Prevention \(CDC\)](#) will require all air passengers entering the United States (including U.S. citizens and Legal Permanent Residents) to present a negative COVID-19 test, taken within three calendar days of departure or proof of recovery from the virus within the last 90 days. Please see CDC's [FAQ](#) for answers to questions about the new requirement for proof of negative COVID-19 test or recovery from COVID-19 for all air passengers arriving in the United States.

## Food Service/Nutrition

Different learning models will require different menus and meal delivery/service. In order for meal service to accommodate each of the learning model options, nutrition needs to be present in the development conversations. Lancer/ Elicor Food Service, our food service contractor and HCPA are finalizing food service plans in all scenarios.

HCPA will continue providing access to meals as we traditionally did prior to COVID-19. When school is back in session, operators plan to utilize the National School Lunch and Breakfast (NSLP/SBP) meal pattern and follow NSLP/SBP regulations for all three learning options. At this time, USDA has not provided any waivers to allow another meal pattern or Child Nutrition Program to be used during regularly scheduled school time.

HCPA distributed an Application for Educational Benefits form to all households to complete regardless of financial need.

MDE has applied for a variety of waivers to assist school food authorities (SFAs) operate quality programs while meeting the constraints of hybrid or distance learning educational models. We will update SFAs and district leadership when more information about potential waivers become available.

Lancer Food Service/ Elicor Food Service has implemented the following safety protocols for hybrid and in-person learning that are supervised by each school's Dean. They are:



- COVID Staff Training for all Food Staff that includes:
  - What is COVID?
  - Proper handwashing
  - Proper wearing of PPE
  - Safe distancing
  - Food Handling
- Mandatory temperature for all staff required daily
- Required PPE by all staff to include a face shield and mask throughout their shift.
- Foodservice gloves are required at all times handling and packing food.
- Staff will be assigned a designated work area following safety guidelines
- Staff will be required to take breaks at separate tables or areas.
- All tables, prep areas, and equipment will continue to be sanitized throughout the day

## Childcare

**Hybrid learning model:** (Will be managed with strict social distancing and capacity limits)

- Class will be in session M, T, Th, & Friday with Wednesday completely shut down for deep cleaning. Students will be assigned specific days of the week to attend. (Staff with students who are in hybrid/DL and does not attend HCPA)
- Parents must check students through the main office in the mornings.
- Students must put on a face mask prior to entering the building
- The number of classrooms will be determined by the # of students in childcare. (2 adults per classroom. These will be staffed with TA/Paras)
- Breakfast and lunch will be served in the classroom.
- Students will be expected to stay in the designated classroom and curriculum will be provided.
- Parents are required to sign out students at pick up time

**Distance learning only:** (Childcare will be available during regular school hours. HCPA will follow the same procedures as previous school year)

- 1) Parents must check students through the main office in the mornings
- 2) Students must put on a face mask prior to entering the building
- 3) The number of classrooms will be determined by the # of students in childcare.
  - (2 adults per classroom. These will be staffed with TA/Paras)
- 4) Breakfast and lunch will be served in the classroom.
- 5) Students will be expected to follow DL from their assigned school.
- 6) Parents are required to sign out students at pick up time.



## Transportation

HCPA Student Transportation partners are required to practice the following protective measures for each passenger, every day, to and from school. If you have questions about transportation, please contact our Transportation Department at 651.209.8002

- Bus Drivers must pass COVID wellness screening as they come in each day.
- Drivers will be required to wear masks for the duration of their route.
- Training will be given to drivers on how to effectively and thoroughly sanitize their bus after each route.
- Children with known exposure to someone with COVID must be kept home from school.
- Parents must assess children's wellness screening before they board the bus
- Any student with a temperature of 100 degrees Fahrenheit or higher, or who are exhibiting COVID symptoms (including cough, shortness of breath, chills, muscle pains, loss of taste or smell), must not be sent on the bus.
- Students will be required to wear masks at all times and will not be allowed to board the bus if they do not have a mask. Masks must be worn so that it covers both their nose and mouth.
- Signage regarding proper methods to protect others when coughing or sneezing and other CDC guidelines to prevent the spread of germs will be on display.
- Parents are being requested to send their child with a small bottle of hand sanitizer to use while riding the bus.
- Limited bus capacity and enforcing 6-foot social distancing.
- Seating will only be allowed in every other seat. Seats where students may not sit will be marked with an "X".
- One student per seat, siblings must sit together.
- Students will board to the back rows of the bus first and will exit from the front rows first. Students should remain six feet apart when boarding and exiting the bus.
- HCPA has informed parents to speak with their child about the importance of keeping their hands to themselves and not hugging, high-fiving, or otherwise having direct contact with other students while riding the bus, in order to help prevent the spread of germs.
- The interior of each bus will be wiped down and sanitized after each route with an OSHA approved sanitizer, this will include fronts and backs of seats, handrails, and other high touch surfaces.
- Students who are unable or unwilling to follow the guidelines above will be given a warning and we will communicate with school personnel. Repeat offenses will be taken very seriously and transportation privileges may be revoked at our discretion to ensure that all other riders are safe and protected.



## Health Screening and Monitoring

Regular screening for symptoms of COVID-19 and ongoing self-monitoring throughout the day is an effective prevention strategy to quickly identify signs of illness and help reduce exposure.

Students, staff, and visitors must conduct their own symptom screening prior to coming to school/work, again when arriving at school, and throughout the day. Similar to testing for COVID-19, screening is a snapshot in time of particular risks at that moment. **It is imperative that everyone monitor their health throughout the day for changes and respond accordingly.**

**Symptoms of COVID-19 include:** fever greater than or equal to 100.4° F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell **OR** at least 2 of the following: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of headache, new onset of nasal congestion or runny nose.

**Answer the following four questions each morning before coming to work onsite:**

1. Did I test positive for **COVID-19**?
2. Do I have any of the **COVID-19** symptoms listed above?
3. Do I live with someone who is being tested for **COVID-19** or showing symptoms of **COVID-19**?
4. Did I have close contact (within 6 feet for more than 15 minutes) with someone who recently tested positive for **COVID-19**?

**If you answered YES to any of the above:**

- **Do not come to work onsite. Instead,** report your absence, and contact your healthcare provider.
- **Report your symptoms or exposure by calling 651.209.8002 and requesting to speak with the School Nurse.**

Symptoms may appear 2-14 days after being exposed to the COVID-19 virus. Not everyone with COVID-19 has all of these symptoms, and some people may not have any symptoms. Talk to your health care provider and seek medical care immediately with any of the following **emergency warning signs for COVID-19:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

**Resources:**

- [MDH COVID-19 Attendance Guide for Parents and Families \(PDF\)](#)
- [MDH Home Screening Tool for COVID-19 Symptoms \(PDF\)](#)



- [MDH Video: What You Should Do if You Feel Sick – for Students](#)

## Exclusion Guidance for COVID-19

Our School Nurse's office together with Human Resources are responsible for addressing student, employee and visitor exclusions in collaboration with MDH and local public health. HCPA is required to follow the Minnesota Department of Health [Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs](#). This informs students or staff on their expected date of return to work/school following illness, a positive COVID-19 test, or a close contact exposure.

### Important Definitions from the Minnesota Department of Health:

- Self-monitoring = monitoring yourself carefully for any symptoms. Everyone should be doing this throughout the day
- Close Contact = being within 6 feet of someone who has COVID-19 or COVID-19 like symptoms for more than 15 minutes at a time
- Self-quarantine = you are not experiencing symptoms, but you were in close contact with someone who has tested positive for COVID-19 or is showing symptoms of COVID-19.
- Self-isolation = you are actively exhibiting symptoms consistent with COVID-19 and should be at home, preventing the spread of COVID-19 to others
- A fever is defined as 100.4° and higher
- Lab diagnosed/confirmed = the individual had a lab confirmed positive test for COVID-19

### Every situation is different and will present varying guidelines. As a general rule:

- People who have been in close contact with someone who tested positive for COVID-19 or COVID-19 symptoms should contact their healthcare provider and will need to self-quarantine for 10 to 14 days (depending on type of contact) from the last known date of exposure and monitor for symptoms. Testing for COVID-19 is also encouraged, at minimum, if symptoms appear
- People who test positive for COVID-19 or have COVID-19 symptoms should contact their healthcare provider (if they haven't already) and should stay home for at least 10 days from the start of symptoms. Symptoms must be improving prior to returning AND fever must be resolved for at least 24 hours without the aid of medication. Testing for COVID-19 is encouraged. Close contacts, including household members, should consult their health care provider and generally stay home for 10-14 days (depending on type of exposure) and monitor for symptoms
- Documentation of a negative COVID-19 test or a letter certifying release from isolation is not required, but the person must follow the recommended exclusion guidance
- In general, people who do not have symptoms are typically not tested for COVID-19 unless they have factors that put them at increased risk for developing COVID-19. There are instances, such as a setting where an outbreak is occurring, where local public health or MDH may recommend otherwise.



- For employees who commute to work using public transportation or ride sharing, consider the following:
  - Please follow social distancing and masking guidelines on how to protect yourself when using public transportation.
  - Please wash hands as soon as possible after the trip.
- Employees who have symptoms when they arrive at work or become sick during the day should immediately be separated from other employees, customers, and visitors and sent home. Employees who develop symptoms outside of work should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps to help prevent the spread of COVID-19. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider.
- At this time, HCPA does not require sick employees to provide a COVID-19 test result or healthcare provider's note to validate their illness, qualify for sick leave, or return to work.
- Sick employees should follow steps to prevent the spread of COVID-19. Employees should not return to work until they meet the criteria to discontinue home isolation and have consulted with a healthcare provider. Typically not within 14 days of first known exposure to COVID-19.

## COVID Testing for Students

It is strongly recommended that students and families that are learning in-person get a COVID-19 test every two weeks. HCPA is not testing students for COVID at this time. Families can find [locations for free COVID-19 testing on MDH's website](#).

## COVID Testing for Staff

HCPA will have a process in place to test Staff on a voluntary basis through offering a COVID-19 test every two weeks. HCPA will start testing staff who request it on a date to be determined. Individual tests will not be given on separate days. The first day of COVID testing will be Thursday, March 25 and every two weeks thereafter. Please refer to staff notification emails for details as they become available.

### Resources:

- [CDC: What to Do If You Are Sick](#)
- [CDC: COVID-19: Quarantine vs. Isolation](#)
- [MDH: What to do if You Had Close Contact with a Person with COVID-19](#)
- [Minnesota COVID-19 Testing Locations](#)
- [Frequently Asked Questions about COVID-19 Testing](#)
- [Self Screening Tool](#)



## COVID-19 Reporting System Follow Up

Positive student, employee or visitor cases should be **reported the same day** via the School Nurse's office. The Health office staff will notify MDH of confirmed COVID-19 cases (as required by Minnesota Rules, Chapter 4605.7050) and follow MDH guidance.

**The Health Office Staff will follow up directly with people when information entered into the COVID-19 Reporting System includes any of the following:**

- A person has COVID-19 symptoms and has been in an HCPA facility AND was in close contact with an HCPA staff member or student
- A positive test for COVID-19 and has been in an HCPA facility AND was in close contact with an HCPA staff member or student

**All other scenarios will receive an auto-generated response with recommendations and next steps based on responses provided.**

Health information is protected under the Health Insurance Portability and Accountability Act (HIPAA). We are unable to share who the person with COVID-19 or COVID-19 like symptoms is. **Our priority is to exclude people that test positive for COVID-19 or have COVID-19 symptoms as soon as possible and inform close contacts second.** Being identified as a close contact does not mean you have COVID-19. It means you may be at risk and should go home to quarantine for 10-14 days (depending on type of exposure) and monitor for symptoms. It takes time to gather this information. **HCPA staff and students identified as close contacts will be notified by the Health Office.**

HCPA follows guidance from MDH to inform staff, families and the public regarding positive COVID-19 cases. As a general rule, building-wide notifications will not occur unless there is a need to shut down a facility according to Cleaning and Disinfecting Procedure or upon the recommendation of MDH. Staff, families and the public will be notified of school closures and any restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation). **The Health Office and Human Resources provide need to know information and recommendations from MDH to the following:**

- **Facilities Department** so that additional cleaning measures can be implemented as recommended (individual names are not shared)
- **Administrators** who oversee that part of the school

Close contact is again defined as within 6 feet of someone for more than 15 minutes at a time throughout a 24-hour period. People are at relatively low risk if they have not had close contact with someone with COVID-19 or COVID-19 symptoms. There is community-wide spread of COVID-19 across the country.



Students who become sick with COVID-19 symptoms during the school day will be isolated (under supervision) until they can be picked up. Sick students will be required to wear a surgical mask when able. **It is important during this pandemic that families pick up their child up as soon as possible when they are sick so we can limit the risks to other students and staff and reduce the spread of COVID-19. We need to share with families to please be sure we have up to date contact information so we can promptly reach parents and we need to ask them to please follow exclusion recommendations provided in the Student and Family plan.**

## **Appendix A – Resources and tools used in developing this policy**

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

### **Businesses**

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>





Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

### **Guidance for Schools in Minnesota – From Minnesota Department of Education**

Decision Tree for People with COVID-19 Symptoms in Youth, Student, and

Child Care Programs (PDF) ([www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)

([www.health.state.mn.us/diseases/coronavirus/schools/clean.html](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)).

- [Student Instruction](#)
- [Food and Nutrition Services](#)
- [Special Education](#)
- [Supporting Students and Families](#)
- [Distance Learning Webinars for Educators](#)
- [CARES Act Funding Information](#)
- [21st Century Community Learning Centers Programs and COVID-19](#)
- [Elementary and Secondary Education Act \(ESEA\) COVID-19 Guidance](#)
- [COVID-19 Q Comp and Teacher Development and Evaluation Guidance](#) - Updated 04/27/20
- [Achievement and Integration Questions and Answers](#)

### **Handwashing**

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

### **Respiratory etiquette: Cover your cough or sneeze**

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)



MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

### **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

### **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC:

[www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA):

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

### **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota: <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

### **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)

### **Further Resources from the State of Minnesota**

American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry



[\(https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinicalguidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/\)](https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinicalguidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/)

Schools and Childcare: COVID-19

[www.health.state.mn.us/diseases/coronavirus/schools/index.html](http://www.health.state.mn.us/diseases/coronavirus/schools/index.html)

Centers for Disease Control and Prevention's Guidance for Schools and Child Care Programs

[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html)

List N: Disinfectants for Use Against SARS-CoV-2

[www.epa.gov/pesticide-registration/list-ndisinfectants-use-against-sars-cov-2-covid-19](http://www.epa.gov/pesticide-registration/list-ndisinfectants-use-against-sars-cov-2-covid-19)

Food Safety and the Coronavirus Disease 2019 (COVID-19)

[www.fda.gov/food/food-safetyduring-emergencies/food-safety-and-coronavirus-disease-2019-covid-19](http://www.fda.gov/food/food-safetyduring-emergencies/food-safety-and-coronavirus-disease-2019-covid-19)

Food Service Worker Safety Information (PDF)

[www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf](http://www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf)

Guidance on Preparing Workplaces for COVID-19 (PDF)

[www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)